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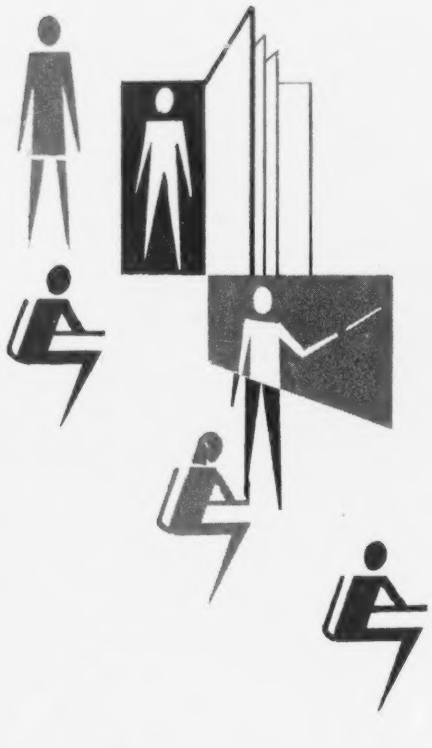
ABSTRACT

This quarterly publication announces the availaility of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghose on Vocational and Technical Education. It should be of particular interest to teachers,curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Author, subject, and document number indexes provide entry to the abstracts. Most of the documents which have not been announced in "Research in Education" are available as a separate microfiche set from the ERIC Document Reproduction Service as ED 063 502. Others are available from the source identified in the abstract. (CD)

ED 065668

VOLUME 5
NUMBER 3
1972



ABSTRACTS of INSTRUCTIONAL MATERIALS in Vocational and Technical Education

THE CENTER FOR VOCATIONAL
AND TECHNICAL EDUCATION
THE OHIO STATE UNIVERSITY
1900 Kenny Rd., Columbus, Ohio, 43210

VT 015 688

MISSION OF THE CENTER

The Center for Vocational and Technical Education, an independent unit on The Ohio State University campus, operates under a grant from the National Center for Educational Research and Development, U.S. Office of Education. It serves a catalytic role in establishing consortia to focus on relevant problems in vocational and technical education. The Center is comprehensive in its commitment and responsibility, multidisciplinary in its approach and interinstitutional in its program.

The Center's mission is to strengthen the capacity of state educational systems to provide effective occupational education programs consistent with the individual needs and manpower requirements by:

- Conducting research and development to fill voids in existing knowledge and to develop methods for applying knowledge.
- Programmatic focus on state leadership development, vocational teacher education, curriculum, vocational choice and adjustment.
- Stimulating and strengthening the capacity of other agencies and institutions to create durable solutions to significant problems.
- Providing a national information storage, retrieval and dissemination system for vocational and technical education through the affiliated ERIC Clearinghouse.

ABSTRACTS OF
INSTRUCTIONAL MATERIALS
IN
VOCATIONAL AND TECHNICAL EDUCATION

VOLUME 5 NUMBER 3
1972

The Center for Vocational and Technical Education
The Ohio State University
1900 Kenny Road, Columbus, Ohio 43210

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PREFACE

Finding and using relevant information frequently is a major task for curriculum specialists, teachers, administrators, and students. The Center for Vocational and Technical Education is dedicated to making useful and vital information accessible so that educators may use it to improve school practice.

The Center quarterly assembles, under one cover, instructional materials relevant to the field of vocational-technical education. Abstracts of Instructional Materials in Vocational and Technical Education (AIM) is presented in the form of collections of abstracts of documents from all areas within this field.

AIM abstracts are designed especially for teacher or student classroom usage. The current information provided will also benefit educators directly related to classroom instruction and all who need access to contemporary instructional materials development.

We are indebted to our colleagues within the profession for providing us instructional materials as they become available. We also appreciate the contributions of instructional materials laboratories, local school systems and professional associations such as the Vocational Instructional Materials (VIM) section of the American Vocational Association. Members of the profession are continually encouraged to forward instructional materials for possible inclusion in future issues of AIM to the Acquisitions Specialist at The Center.

We hope that this publication will prove valuable to you in your particular educational endeavors.

Robert E. Taylor
Director
The Center for Vocational
and Technical Education

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INTRODUCTION

This volume of AIM (Abstracts of Instructional Materials in Vocational and Technical Education) has two major sections: resumes containing abstracts and indexes.

Each abstract presents information about a document's content to help you to decide if you want to read the full text of the document. The abstract is part of the resume which provides information about the document, its source and availability. Abstracts are arranged in ascending VT-number order. A sample resume, following this Introduction, is explained in detail.

The indexes help you to locate the abstracts by page numbers and VT numbers. These indexes are: Subject Index, Author Index and Conversion of Document Number Index. Index terms used in the subject index are ERIC descriptors. Each document has been assigned several of these descriptors; therefore, each document title appears in the subject index several times.

The full texts of documents are available from the original sources or from the ERIC Document Reproduction Service (EDRS) as microfiche or xerox reproductions. Ordering information for AIM and EDRS reproductions is provided in a following section.

SAMPLE RESUME

Accession Number -- identification number sequentially assigned to reports as they are processed.	VT 013 122 ED 052 327	If ED is followed by numbers, item has been announced in Research in Education. If ED is not followed by numbers, the issue of RIE in which the abstract is scheduled to appear follows the ED prefix.
Author(s)	Richards, F.L.	
	Outlines of Courses in Ornamental Horticulture.	Title.
	Pennsylvania State Univ., University Park. Dept. of Agricultural Education.	Institutional source--the organization responsible for the report.
	Office of Education (DHEW), Washington, D.C. Div. of Adult, and Vocational Research.	Sponsoring agency--appears here when different from Institutional source.
EDRS Price - price of document through EDRS; MF - microfiche, HC - papercopy.	EDRS PRICE MF-$0.65 HC-$3.29	Grant Number, Contract Number, and Program Area Number would appear here.
Report Number and Bureau Number would appear here.	Teacher-Educ-Ser-v12-n1	
	Department of Agricultural Education, Pennsylvania State University, University Park, Pennsylvania 16802 ($1.00).	Available source(s) if known at time of printing. Cost is included.
Publication date and total number of printed pages.	Pub Date - 71 56p.	
	DESCRIPTORS - *AGRICULTURAL EDUCATION; *CURRICULUM GUIDES; *ORNAMENTAL HORTICULTURE; HIGH SCHOOLS; *POST SECONDARY EDUCATION; LANDSCAPING; NURSERIES (HORTICULTURE); TURF MANAGEMENT; *TECHNICAL EDUCATION	Descriptors--subject terms assigned to characterize substantive contents. Only the major terms, those preceded by an asterisk, are printed in the index.
Identifier, if any -- acronyms, geographical areas, organizations, tests (e.g. Binet), etc. Only major identifiers preceded by an asterisk are in the index.		
Abstract -- a condensation of the report. When applicable, it includes the purpose, means of development, teacher competency, student requirements, and description of supplementary materials if available.	ABSTRACT - Intended to suggest subject matter content of courses or programs in ornamental horticulture for high school and postsecondary vocational-technical programs, this curriculum guide was prepared by staff members of the Agricultural Education Department at the Pennsylvania State University, and tested in a workshop with vocational agriculture teachers. Contents are: (1) Outlines of Courses in Ornamental Horticulture, (2) Ornamental Horticulture Programs for Grades 10, 11, and 12, (3) Nursery Production . . . The content is presented in outline form under each topic, and is applicable to the United States and lower Canada. (GB)	Abstractor's initials.

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Abstracts of Instructional Materials in Vocational and Technical Education may be ordered by subscription at $11.00 for one year; $18.00 for two years; and $27.00 for three years. AIM has been published quarterly since the Fall of 1967. Back subscription orders are available beginning Fall, 1968.

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ED 052 382	Spring 1971	($6.58)
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ED 055 251	Fall 1971	($6.58)
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Winter 1970	ED 049 382	34.76
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Summer 1971	ED 053 339	43.56
Fall 1971	ED 056 238	67.98
Vol. 5 No. 1	ED 059 407	67.76
Vol. 5 No. 2	ED 062 563	59.18
Vol. 5 No. 3	ED (See VT 015 687, Sep '72 RIE)	54.78

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ERRATUM

VT 011 267, appearing on page 6 of AIM Fall 1971, is no longer available from the Bureau of Prisons.

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ABSTRACTS

VT 004 184
LEACH, ALVIN
SYLLABUS FOR PRE-VOCATIONAL AND VOCATIONAL EDUCATION PROGRAMS FOR THE DISADVANTAGED.

OREGON COLL. OF EDUCATION, MONMOUTH. TRAINING CENTER FOR TEACHERS OF MIGRANT AND DISADVANTAGED.
MF AVAILABLE IN VT-ERIC SET.
ED. 448G
BOOKSTORE, OREGON COLLEGE OF EDUCATION, MONMOUTH, OREGON 97361 ($1.75)
PUB DATE - 21OCT66 69P.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL EDUCATION; *PREVOCATIONAL EDUCATION; TEACHER EDUCATION; *CULTURALLY DISADVANTAGED; PROGRAM DESCRIPTIONS; VOCATIONAL REHABILITATION; PHYSICALLY HANDICAPPED

ABSTRACT - THIS EXTENSIVE COURSE OUTLINE IS FOR TEACHER USE IN A COURSE FOR ADULTS OR COLLEGE STUDENTS WHO PLAN TO WORK WITH DISADVANTAGED PERSONS. IT WAS DEVELOPED TO PRESENT INFORMATION ABOUT PRE-VOCATIONAL AND VOCATIONAL EDUCATION PROGRAMS. MAJOR UNITS ARE: (1) ORIGIN AND BACKGROUND OF VOCATIONAL EDUCATION, (2) THE ROLE OF THE SECONDARY SCHOOL IN VOCATIONAL EDUCATION, (3) VOCATIONAL EDUCATION AT THE POST HIGH SCHOOL LEVEL, (4) VOCATIONAL GUIDANCE AND COUNSELING, (5) VOCATIONAL EDUCATION FOR THE HANDICAPPED PERSON, (6) EMPLOYMENT TRENDS, (7) THE SEARCH FOR WORK, AND (8) APPROACHES TO VOCATIONAL EDUCATION THROUGH INNOVATIVE PROGRAMS. THE MATERIAL WAS DESIGNED FOR A 30 HOUR COURSE. THE DOCUMENT IS MIMEOGRAPHED AND INTERSPERSED WITH MENTION OF OVERHEAD TRANSPARENCIES WHICH ARE NOT INCLUDED. SUPPLEMENTARY MATERIALS INCLUDE A BIBLIOGRAPHY OF 17 CURRENT REFERENCES. (EM)

VT 010 344
INSTRUCTIONAL UNITS ON AGRICULTURAL MARKETING PRINCIPLES; A DEVELOPMENTAL RESEARCH PROJECT OF THE DEPARTMENT OF AGRICULTURAL EDUCATION.

ARIZONA AGRICULTURAL EXPERIMENT STATION, TUCSON.
MF AVAILABLE IN VT-ERIC SET.
DEPARTMENT OF AGRICULTURAL EDUCATION, COLLEGE OF AGRICULTURE, UNIVERSITY OF ARIZONA, TUCSON, ARIZONA 85721
PUB DATE - AUG69 105P.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *MARKETING; *ECONOMICS; SECONDARY GRADES; COURSE OBJECTIVES; COURSE CONTENT; CHARTS; GRAPHS; TABLES; INSTRUCTIONAL MATERIALS

ABSTRACT - PILOT-TESTED IN FIVE VOCATIONAL AGRICULTURE CLASSES, THESE UNITS MAY BE USED BY VOCATIONAL AGRICULTURE INSTRUCTORS IN TEACHING THE APPLICATION TO AGRICULTURE OF THE FOLLOWING BASIC MARKETING PRINCIPLES: (1) MARKETING, (2) DEMAND, (3) SUPPLY, (4) ELASTICITY OF SUPPLY AND DEMAND, AND (5) PRICE DETERMINATION. THE UNITS, DESIGNED TO ENCOURAGE THE DISCOVERY APPROACH TO LEARNING, INCLUDE: (1) UNIT OBJECTIVES, (2) INTRODUCTION, (3) TEACHING-LEARNING ACTIVITIES, (4) ASSOCIATION OF EXAMPLES, (5) FORMULATION OF PRINCIPLE, AND (6) STUDENT ACTIVITIES. NUMEROUS CHARTS, TABLES, AND SCHEDULES ARE INCLUDED. (GB)

VT 010 551
TIPS FOR TEACHING TEXTILES AND CLOTHING. RESOURCE KIT MATERIALS. HOME ECONOMICS CONTINUING EDUCATION.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF CONTINUING EDUCATION CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
PUBLICATION DISTRIBUTION UNIT, NEW YORK STATE EDUCATION DEPARTMENT, EDUCATION BUILDING, ALBANY, NEW YORK 12224.
PUB DATE - 69 25P.

DESCRIPTORS - *HOMEMAKING EDUCATION; RESOURCE MATERIALS; *INSTRUCTIONAL MATERIALS; *TEXTILES INSTRUCTION; *CLOTHING INSTRUCTION; ADULT EDUCATION; TRANSPARENCIES

ABSTRACT - DEVELOPED BY A COMMITTEE OF STATE EXTENSION STAFF, BUSINESS WOMEN, AND HIGH SCHOOL HOME ECONOMICS TEACHERS, THIS KIT IS DESIGNED TO AID TEACHERS OF ADULT TEXTILES AND CLOTHING PROGRAMS IN OBTAINING INSTRUCTIONAL MATERIALS. TOPICS ARE: (1) PREPARING AND USING TRANSPARENCIES, (2) DEVELOPING A LEARNING EXPERIENCE USING A TRANSPARENCY, (3) A MASTER TRANSPARENCY WITH OVERLAYS, (4) RESOURCE LIST OF TEXTILE AND CLOTHING TEACHING AIDS, (5) SOURCE LIST OF FREE AND INEXPENSIVE TEACHING MATERIALS, AND (6) FORM FOR EVALUATING TEACHING AIDS. THE KIT SHOULD BE USED WITH "CLOTHING SERVICES TRAINING GUIDE" (VT 013 908) AND "TIPS FOR TEACHING TEXTILES AND CLOTHING" (VT 010 573), BOTH IN THIS ISSUE. (SB)

VT 010 573
TIPS FOR TEACHING TEXTILES AND CLOTHING. HOME ECONOMICS CONTINUING EDUCATION.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF CONTINUING EDUCATION CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
PUBLICATIONS DISTRIBUTION UNIT, NEW YORK STATE EDUCATION DEPARTMENT., EDUCATION BUILDING, ALBANY, NEW YORK 12224.
PUB DATE - 69 53P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *ADULT EDUCATION PROGRAMS; *TEACHING GUIDES; *TEXTILES INSTRUCTION; *CLOTHING INSTRUCTION; BIBLIOGRAPHIES; CURRICULUM DEVELOPMENT; CLASSROOM ENVIRONMENT; TEACHER EVALUATION; INSTRUCTIONAL MATERIALS

ABSTRACT - EFFECTIVE TEACHING TECHNIQUES ARE SUGGESTED FOR AN ADULT EDUCATION COURSE IN TEXTILES AND CLOTHING DEVELOPED BY THE BUREAU OF CONTINUING EDUCATION IN NEW YORK STATE. THE VARIOUS SECTIONS OF THE GUIDE CONCERN ESTABLISHING EFFECTIVE STAFF RELATIONSHIPS, UNDERSTANDING THE ADULT STUDENT, PLANNING THE TEXTILES AND CLOTHING CURRICULUM, GIVING INSTRUCTION, PROVIDING AN EFFECTIVE LEARNING ENVIRONMENT, AND EVALUATING TEACHING EFFECTIVENESS. A SOURCE LIST OF TEACHING MATERIALS AND A BIBLIOGRAPHY ARE APPENDED. COMPANION PUBLICATIONS, "TIPS FOR TEACHING

TEXTILES AND CLOTHING; RESOURCE KIT" AND "CLOTHING SERVICES TRAINING GUIDE", ARE AVAILABLE IN THIS ISSUE AS VT 010 551 AND VT 013 908, RESPECTIVELY. (BC)

VT 010 770
AUTOMOTIVE SERVICE OCCUPATIONS: A SUGGESTED OUTLINE OF SERVICES AND LEVELS FOR THE AUTOMOTIVE INDUSTRIES OCCUPATIONS.

NEW YORK STATE EDUCATION DEPT., ALBANY. CURRICULUM DEVELOPMENT CENTER.
MF AVAILABLE IN VT-ERIC SET.
PUBLICATIONS DISTRIBUTION UNIT, THE STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224 ($.75)
PUB DATE - 68 57P.

DESCRIPTORS - *AUTO MECHANICS (OCCUPATION); TRADE AND INDUSTRIAL EDUCATION; AUTO MECHANICS; MECHANICS (PROCESS); POWER MECHANICS; MOTOR VEHICLES; *CURRICULUM GUIDES; *COURSE CONTENT
IDENTIFIERS - *AUTOMOTIVE SERVICE OCCUPATIONS

ABSTRACT - TRADE TEACHERS WORKING TOGETHER IN WORKSHOPS DEVELOPED AN OCCUPATIONAL ANALYSIS CHART FOR AUTOMOTIVE SERVICES, FIRST LISTING BASIC JOBS, AND IN SEPARATE COLUMNS, LISTING JOBS REQUIRING ADDITIONAL EXPERIENCE OR TRAINING. FROM THIS CHART, THE SUGGESTED OUTLINE OF SERVICES WAS DEVELOPED AS A TEACHING GUIDE FOR VOCATIONAL TEACHER USE IN DEVELOPING PROGRAMS TO TRAIN STUDENTS IN GENERAL MAINTENANCE AND REPAIR OF AUTOMOBILE SYSTEMS OR PARTS. THE OUTLINE INCLUDES: (1) THE SYSTEMS IN AN AUTOMOBILE GROUPED INTO SERVICE STATION, POWER PLANT, OR CHASSIS SERVICES, AND LISTED ACCORDING TO LEVEL OF COMPLEXITY, (2) THE TASKS INVOLVED IN SERVICING THESE SYSTEMS, (3) KNOWLEDGE OR CONCEPTS NEEDED TO PERFORM THE TASKS, AND (4) SUGGESTIONS FOR TEACHING THESE CONCEPTS. THE MATERIAL CAN BE COVERED IN 2 YEARS, USING 3 CLASSROOM PERIODS EACH DAY. (DM)

VT 011 882
BUSINESS PRACTICES FOR AGRICULTURAL MACHINERY DEALERS.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS AGRICULTURAL EDUCATION SERVICE
MF AVAILABLE IN VT-ERIC SET.
AGDEX 931/10
OHIO VOCATIONAL AGRICULTURE, INSTRUCTIONAL MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($2.50)
PUB DATE - 69 373P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *AGRICULTURAL MACHINERY OCCUPATIONS; SECONDARY GRADES; *WORK EXPERIENCE PROGRAMS; OFF FARM AGRICULTURAL OCCUPATIONS; COURSE CONTENT; JOB TRAINING; WORK EXPERIENCE; MANUALS; SALESMANSHIP; MANAGEMENT EDUCATION; *STUDY GUIDES; *AGRIBUSINESS

ABSTRACT - PREPARED BY THE AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE AT THE OHIO STATE UNIVERSITY, THESE STUDENT MANUALS WERE DEVELOPED FOR AGRICULTURE STUDENTS WHO ARE GAINING WORK EXPERIENCE IN LOCAL FARM MACHINERY DEALERSHIPS. THE FARM MANUALS INCLUDE PARTS CATALOGS AND PRICE LISTS AND SUGGEST STUDENT ACTIVITIES IN RELATION TO THE (1) PARTS DEPARTMENT, (2) SHOP SERVICE, AND (3) EQUIPMENT SALES. THE MANUAL ON THE PARTS DEPARTMENT DISCUSSES THE ROLE OF THE PARTS MANAGER AND INVENTORY CONTROL. LEARNING ACTIVITIES IN THE SHOP SERVICE MANUAL INCLUDE: GENERAL CONSIDERATIONS FOR SALES, PRODUCT KNOWLEDGE, SALES RECORDS, AND TRADE AGREEMENTS. THE TEACHER'S MANUAL IS AVAILABLE AS VT 011 928 IN THIS ISSUE. (JS)

VT 011 928
BUSINESS PRACTICES FOR AGRICULTURAL MACHINERY DEALERS; TEACHER'S GUIDE.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
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PUB DATE - 69 49P.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL MACHINERY OCCUPATIONS; SECONDARY GRADES; *WORK EXPERIENCE PROGRAMS; *OFF FARM AGRICULTURAL OCCUPATIONS; COURSE CONTENT; EDUCATIONAL PROGRAMS; JOB TRAINING; WORK EXPERIENCE

ABSTRACT - PREPARED BY THE AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE AT THE OHIO STATE UNIVERSITY AND INTENDED FOR VOCATIONAL AGRICULTURE TEACHERS OF STUDENTS IN CLASSES WHO ARE GAINING WORK EXPERIENCE IN LOCAL FARM MACHINERY DEALERSHIPS, THIS TEACHING GUIDE PROVIDES INFORMATION FOR THE TEACHER IN PRESENTING THE MATERIAL IN THE STUDENT STUDY GUIDES. THE STUDENT STUDY GUIDES HAVE BEEN PREPARED FOR INDIVIDUAL STUDY DURING THE TIME ALLOTTED FOR CLASSROOM INSTRUCTION. TO OFFER FLEXIBILITY IN THE INDIVIDUAL STUDY, THE WORK IS IN FOUR DIFFERENT MANUALS OR SECTIONS. THE SECTIONS ARE: (1) INTRODUCTION, INCLUDING THE SUPPLEMENT OF PARTS CATALOGUES AND PRICE LISTS, (2) THE PARTS DEPARTMENT, (3) THE SERVICE SHOP, AND (4) EQUIPMENT SALES. THIS DOCUMENT IS A REVISION OF VT 007 714 (AIM SPRING 1969) AND MUST BE USED WITH THE STUDENT STUDY GUIDE, AVAILABLE AS VT 011 882, IN THIS ISSUE. (GB)

VT 012 778
SHELL, VICKI
MERCHANDISE INFORMATION. UNIT: LABELS AND ATTACHED DESCRIPTIVE MATERIALS.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DE 244
PUB DATE - ND 40P.

DESCRIPTORS - *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *MERCHANDISE INFORMATION;

TRANSPARENCIES; LEARNING ACTIVITIES; TEACHING TECHNIQUES; CONSUMER EDUCATION

ABSTRACT - PREPARED BY A HIGH SCHOOL DISTRIBUTIVE EDUCATION COORDINATOR, THIS TEACHING GUIDE IS FOR A UNIT DESIGNED TO ENABLE STUDENTS TO UNDERSTAND INFORMATION ON PRODUCT LABELS AND ATTACHED DESCRIPTIVE MATERIALS. INCLUDED IN THE UNIT ARE COMPETENCIES TO BE DEVELOPED, SUGGESTIONS FOR INTRODUCING THE UNIT, AND A UNIT OUTLINE BASED ON THE COMPETENCIES AND CONTAINING INFORMATION, TEACHING-LEARNING ACTIVITIES, AND SUGGESTED REFERENCES AND INSTRUCTIONAL MATERIALS. ALSO INCLUDED ARE SEVERAL TRANSPARENCY MASTERS, AND A BIBLIOGRAPHY OF BOOKS, PAMPHLETS, AND PERIODICALS. (SB)

VT 012 779
FANNIN, RAY M.
FUNDAMENTALS OF SELLING. UNIT: NEED FOR MERCHANDISE INFORMATION.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DE 240
PUB DATE - ND 12P.

DESCRIPTORS - *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *MERCHANDISE INFORMATION; SALESMANSHIP; MERCHANDISING; LEARNING ACTIVITIES; TRANSPARENCIES; TEACHING TECHNIQUES

ABSTRACT - PREPARED BY A HIGH SCHOOL DISTRIBUTIVE EDUCATION COORDINATOR, THIS TEACHING GUIDE IS FOR A UNIT DESIGNED TO HELP STUDENTS UNDERSTAND THE NEED FOR ACQUIRING MERCHANDISE INFORMATION AND HOW TO USE IT IN DEVELOPING A SUCCESSFUL SALES CAREER. INCLUDED IN THE UNIT ARE COMPETENCIES TO BE DEVELOPED, SUGGESTIONS FOR INTRODUCING THE UNIT, AND A UNIT OUTLINE BASED ON THE COMPETENCIES AND CONTAINING SUGGESTED TEACHING-LEARNING ACTIVITIES, REFERENCES, AND INSTRUCTIONAL MATERIALS. A BIBLIOGRAPHY OF BOOKS AND TRANSPARENCIES IS INCLUDED. (SB)

VT 013 868
THE TRAINING OF SHOP AND FIELD SALES FORCE SUPERVISORS. RECOMMENDATION 24.

ELECTRICITY SUPPLY INDUSTRY TRAINING BOARD, LONDON (ENGLAND).
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - MAY71 22P.

DESCRIPTORS - *ELECTRICAL OCCUPATIONS; ELECTRONICS INDUSTRY; *SUPERVISORY TRAINING; TRAINING OBJECTIVES; *SALES OCCUPATIONS; FOREIGN COUNTRIES; MANAGEMENT DEVELOPMENT; ON THE JOB TRAINING; COURSE DESCRIPTIONS; PERSONNEL SELECTION; RECRUITMENT
IDENTIFIERS - *CAREER DEVELOPMENT; GREAT BRITAIN

ABSTRACT - THE PURPOSE OF THIS SET OF STANDARDS FOR BRITISH INDUSTRY IS TO PROVIDE FOR THE TRAINING OF SALES SUPERVISORS OF SHOPS OR FIELD SALES FORCES WITHIN ELECTRICITY BOARDS CONCERNED WITH DISTRIBUTION, AND CONTROL OF STAFF, SALESMEN, SALES DEMONSTRATORS AND CASHIERS. TOPICS OF CONCERN ARE: (1) RECRUITMENT, (2) SELECTION, (3) PATTERN AND DURATION OF TRAINING, (4) INTRODUCTORY TRAINING, (5) SALES SUPERVISORS' COURSE, (6) ON-THE-JOB TRAINING, (7) EDUCATION, (8) SUPERVISION AND ASSESSMENT OF TRAINING, AND (9) CAREER DEVELOPMENT. THE NATIONAL INSTITUTE OF INDUSTRIAL PSYCHOLOGY (NIIP) SEVEN POINT PLAN, AN OUTLINE OF A TRAINING COURSE FOR SALES SUPERVISORS, AND A CHECK LIST FOR A REPORT ON SUPERVISORS OR TRAINEES ARE APPENDED. (GEB)

VT 013 877
FRIDLINE, CLARENCE
AN AID TO THE IDENTIFICATION OF 70 CROP AND WEED PLANTS.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.
MF AVAILABLE IN VT-ERIC SET.
AGDEX 100/40
AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($.75: SLIDES AND SCRIPT $12.90)
PUB DATE - 71 46P.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *STUDY GUIDES; *PLANT IDENTIFICATION; *FIELD CROPS; *WEEDS; AGRICULTURAL PRODUCTION; AGRONOMY

ABSTRACT - THIS ILLUSTRATED MANUAL WAS PREPARED PRIMARILY FOR STUDENTS FIRST STUDYING PLANT IDENTIFICATION AND CONTAINS DESCRIPTIONS OF 70 PLANTS GROUPED AS EITHER DICOTYLEDONS OR MONOCOTYLEDONS AND THEN ACCORDING TO FAMILIES. THE DESCRIPTION OF EACH PLANT INCLUDES A LINE DRAWING, COMMON AND BOTANICAL NAMES, AND STATEMENTS OF THE PLANT'S VEGETATIVE AND REPRODUCTIVE STAGES, LIFE SPAN, HABITAT, AND IMPORTANCE AS A CROP OR PROBLEM AS A WEED. RECOMMENDED REFERENCES INCLUDE "FUNDAMENTALS OF PLANT IDENTIFICATION; A STUDENT STUDY GUIDE;" AVAILABLE IN THIS ISSUE AS VT 013 912 AND A STUDENT WORKBOOK, "FUNDAMENTALS OF PLANT IDENTIFICATION" AND TWO SLIDE SERIES, "SOME FUNDAMENTALS OF PLANT IDENTIFICATION" AND "SOME COMMON CROP AND WEED PLANTS," WHICH ARE ALL AVAILABLE FROM THE SOURCE LISTED ABOVE. (SB)

VT 013 879
CAMPBELL, RANDALL G.; CURTIS, SAMUEL M.
MILK MARKETING FOR PENNSYLVANIA DAIRYMEN. STUDENT HANDBOOK.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
TEACHER-EDUC SER
THE PENNSYLVANIA STATE UNIVERSITY, DEPARTMENT OF AGRICULTURAL EDUCATION, 101 AGRICULTURAL EDUCATION BUILDING, UNIVERSITY PARK, PENNSYLVANIA 16802 ($1.25)
PUB DATE - 71 84P.

DESCRIPTORS - *STUDY GUIDES; *AGRICULTURAL PRODUCTION; *DAIRYMEN; SECONDARY GRADES; POST SECONDARY EDUCATION; *AGRICULTURAL EDUCATION;

*MARKETING
IDENTIFIERS - PENNSYLVANIA

ABSTRACT - DEVELOPED BY AN ASSISTANT PROFESSOR AND A GRADUATE ASSISTANT IN AGRICULTURAL EDUCATION, THROUGH A GRANT FROM THE DEPARTMENT OF PUBLIC EDUCATION, THIS STUDENT HANDBOOK IS FOR USE IN PENNSYLVANIA HIGH SCHOOL AND ADULT CLASSES IN AGRICULTURAL PRODUCTION. CONTENTS ARE ORGANIZED FOR MAXIMUM PARTICIPATION OF CLASSES IN THE PROCESSES INVOLVED IN PRICING AND MARKETING MILK, INCLUDING UNITS ON: (1) DAIRY PRODUCTION PRINCIPLES AND CONSUMER TRENDS RELATING TO MILK MARKETING, (2) PRODUCER INTERESTS IN MILK PROCESSING AND MANUFACTURE, (3) DAIRY PRODUCTS, AND (4) FEDERAL, STATE, AND LOCAL AGENCIES AFFECTING THE FLUID MILK INDUSTRY. SELECTED REFERENCES AND A GLOSSARY OF MILK MARKETING TERMS ARE PROVIDED, AND SAMPLE PRICE CALCULATIONS AND SANITATION INSPECTION SHEET ARE APPENDED. THE HANDBOOK IS ILLUSTRATED WITH NUMEROUS PHOTOGRAPHS. THE RELATED TEACHER'S GUIDE IS AVAILABLE IN THIS ISSUE AS VT 014 454. (AW)

VT 013 908
CLOTHING SERVICES TRAINING GUIDE. TENTATIVE EDITION.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
THE PUBLICATIONS DISTRIBUTION UNIT, STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224 (LIMITED DISTRIBUTION-NOT AVAILABLE OUTSIDE NEW YORK STATE)
PUB DATE - 71 96P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *PROGRAM GUIDES; *SERVICE OCCUPATIONS; *CLOTHING MAINTENANCE SPECIALISTS; OUT OF SCHOOL YOUTH; SECONDARY EDUCATION; ADULT EDUCATION; CLOTHING INSTRUCTION; TEXTILES INSTRUCTION; *CURRICULUM GUIDES; JOB TRAINING; PROGRAM DEVELOPMENT; PROGRAM PLANNING

ABSTRACT - DEVELOPED BY A COMMITTEE OF TEACHERS, THIS TENTATIVE PROGRAM GUIDE IS FOR TEACHER USE IN ESTABLISHING A 2-YEAR PROGRAM TO PREPARE HIGH SCHOOL STUDENTS, OUT OF SCHOOL YOUTH, OR ADULTS FOR EMPLOYMENT IN SELECTED SUPERVISED CLOTHING SERVICES OCCUPATIONS. SECTIONS OF THE GUIDE CONTAIN: (1) SUGGESTIONS FOR ESTABLISHING THE PROGRAM, WHICH INCLUDES APPOINTING THE ADVISORY COMMITTEE, IDENTIFYING THE OCCUPATIONS FOR TRAINING, SELECTING TRAINEES AND INSTRUCTIONAL STAFF, AND PROVIDING THE ESSENTIAL TRAINING COMPONENTS AND FACILITIES, (2) SUGGESTIONS FOR DEVELOPING A COURSE OF STUDY, WHICH OFFERS GUIDES FOR USING THE STATE COURSE OF STUDY AND BRIEFLY DESCRIBES THE COURSE OF STUDY, AND (3) A 2-PART COURSE OF STUDY, WHICH OUTLINES SUBJECT MATTER AND OFFERS SUGGESTIONS FOR APPROPRIATE LEARNING EXPERIENCES. THE COURSE OF STUDY EMPHASIZES ORIENTATION TO WORK AND DEVELOPING COMPETENCIES IN SIX OCCUPATIONAL CLUSTERS, INCLUDING: (1) GARMENT CONSTRUCTION, (2) GARMENT ALTERATION, (3) COLLECTING AND SORTING GARMENTS AND HOUSEHOLD ARTICLES, (4) LAUNDERING AND PRESSING GARMENTS AND HOUSEHOLD ARTICLES, (5) MANAGEMENT OF CLOTHING, AND (6) SELLING CLOTHING AND RELATED MERCHANDISE. A SELECTED RESOURCE LIST AND SOURCES OF BULLETINS AND AUDIOVISUAL MATERIALS ARE INCLUDED. COMPANION PUBLICATIONS, AVAILABLE IN THIS ISSUE, ARE VT 010 551 AND VT 010 573. (SB)

VT 013 912
FRIDLINE, CLARENCE R.
FUNDAMENTALS OF PLANT IDENTIFICATION; A STUDENT STUDY GUIDE.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.
MF AVAILABLE IN VT-ERIC SET.
AGDEX 100/40
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($0.25)
PUB DATE - 71 19P.1971 REVISION

DESCRIPTORS - *AGRICULTURAL EDUCATION; *STUDY GUIDES; *PLANT IDENTIFICATION; *WEEDS; *FIELD CROPS; AGRICULTURAL PRODUCTION; AGRONOMY

ABSTRACT - THIS STUDY GUIDE WAS PREPARED FOR STUDENTS TO USE IN LEARNING THE NAMES AND DESCRIPTIONS OF COMMON PLANT PARTS AND IN IDENTIFYING MANY COMMON CROP AND WEED PARTS. THE ILLUSTRATED MANUAL EMPHASIZES THE VEGETATIVE GROWTH, REPRODUCTIVE OR FLOWER, AND SEED STAGES OF THE DICOTYLEDONS, WHICH ARE PLANTS WITH BROAD, GENERALLY NET-VIENED LEAVES, AND THE MONOCETYLEDONS, WHICH ARE GRASS OR GRASS-LIKE PLANTS WITH LONG NARROW LEAVES AND PARALLEL VEINING IN THE LEAVES. RECOMMENDED RESOURCES INCLUDE "AN AID TO THE IDENTIFICATION OF 70 CROP AND WEED PLANTS," AVAILABLE AS VT 013 877 IN THIS ISSUE AND A STUDENT WORKBOOK, "FUNDAMENTALS OF PLANT IDENTIFICATION" AND TWO SLIDE SERIES, "SOME FUNDAMENTALS OF PLANT IDENTIFICATION" AND "SOME COMMON CROP AND WEED PLANTS," WHICH ARE ALL AVAILABLE FROM THE SOURCE LISTED ABOVE. (SB)

VT 013 923
RESOURCE MATERIALS FOR TRAINING HOUSEHOLD EMPLOYEES.

NATIONAL COMMITTEE ON HOUSEHOLD EMPLOYMENT, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 12AUG70 9P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *BIBLIOGRAPHIES; *DOMESTICS; *RESOURCE MATERIALS; *JOB TRAINING; FILMS

ABSTRACT - THIS BIBLIOGRAPHY CONTAINS A LISTING OF SOURCES FOR RESOURCE MATERIALS IN THE FOLLOWING SUBJECT MATTER AREAS: (1) HOME FURNISHINGS AND EQUIPMENT, (2) CLOTHING AND TEXTILES, (3) HOME MANAGEMENT AND CONSUMER EDUCATION, (4) TABLE SETTING AND SERVING, (5) FOOD SELECTION AND PREPARATION, (6) GROOMING, (7) CHILD CARE, AND HEALTH EDUCATION. (SB)

VT 014 002 ED 056 184
FIRST AID INSTRUCTION COURSE.

DEPARTMENT OF THE INTERIOR, WASHINGTON, D.C. BUREAU OF MINES.
EDRS PRICE MF-$0.65 HC-$9.87.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($3.50; I28.2:F51/2)
PUB DATE - DEC70 267P.

DESCRIPTORS - *TEACHING GUIDES; MANUALS; *FIRST AID; *INSTRUCTIONAL MATERIALS; AUDIOVISUAL AIDS; RESOURCE MATERIALS; ADULT VOCATIONAL EDUCATION; *HEALTH EDUCATION

ABSTRACT - PREPARED BY THE DEPARTMENT OF THE INTERIOR, THIS TEACHING GUIDE IS FOR THE INSTRUCTORS' USE IN TEACHING A FIRST AID COURSE. SIX FUNDAMENTAL AREAS INCLUDE: (1) ARTIFICIAL RESPIRATION, (2) CONTROL OF BLEEDING, (3) PHYSICAL SHOCK, (4) OPEN WOUNDS, CLOSED WOUNDS, AND BURNS, (5) FRACTURES AND DISLOCATIONS, AND (6) TRANSPORTATION. A COMPLETE PRESENTATION IS GIVEN WITH KEY POINTS SUGGESTED FOR INSERTING THE 73 VISUALS THAT ACCOMPANY THIS DOCUMENT. THE VISUALS COULD BE USED AS THEY ARE WITH AN OPAQUE PROJECTOR OR USED TO MAKE TRANSPARENCIES. SPACE FOR THE INSTRUCTOR'S NOTES AND OBJECTIVE QUESTIONS AND ANSWERS ARE PROVIDED FOR EACH AREA. (AUTHOR)

VT 014 032
STENOGRAPHER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-45
DIVISION OF PLANNING AND RESEARCH LABOR AND INDUSTRY BUILDING, P.O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - JUN68 16P.

DESCRIPTORS - *BUSINESS EDUCATION; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; *STENOGRAPHERS; *OFFICE OCCUPATIONS EDUCATION; JOB TRAINING; EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE STENOGRAPHER. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) COSTS OF EDUCATION, (7) WAGES, HOURS, AND BENEFITS, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A STENOGRAPHER INCLUDING ON-THE-JOB TRAINING, HIGH SCHOOL, AND PRIVATE BUSINESS SCHOOL PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 014 070 ED 056 190
WILLIAMS, DAVID L., AND OTHERS
CURRICULUM MATERIALS FOR TEACHING STUDENTS THE COMPETENCIES NEEDED FOR EMPLOYMENT IN NONFARM AGRICULTURAL BUSINESS. FINAL REPORT.

ILLINOIS UNIV., URBANA. DIV. OF AGRICULTURAL EDUCATION.
ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION, SPRINGFIELD. PROFESSIONAL AND CURRICULUM DEVELOPMENT UNIT
EDRS PRICE MF-$0.65 HC-$6.58.
DIVISION OF AGRICULTURAL EDUCATION, 357 AGRICULTURE EDUCATION BUILDING, UNIVERSITY OF ILLINOIS, URBANA ILLINOIS 61801 (LIMITED NUMBER OF COPIES AVAILABLE WITHOUT CHARGE)
PUB DATE - JUL71 120P.

DESCRIPTORS - AGRICULTURAL EDUCATION; OFF FARM AGRICULTURAL OCCUPATIONS; *VOCATIONAL AGRICULTURE; CURRICULUM DEVELOPMENT; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; EDUCATIONAL OBJECTIVES; PERFORMANCE SPECIFICATIONS; *BEHAVIORAL OBJECTIVES; TASK ANALYSIS; *AGRIBUSINESS; *RESEARCH UTILIZATION; SALESMANSHIP; HUMAN RELATIONS; TECHNICAL EDUCATION; SECONDARY EDUCATION

ABSTRACT - DEVELOPED BY MEANS OF A RESEARCH PROJECT, THIS TEACHING GUIDE INCLUDES FIVE INSTRUCTIONAL MODULES IN WHICH COMPETENCIES FOR AGRIBUSINESS OCCUPATIONS ARE STRESSED. THESE COMPETENCIES WERE IDENTIFIED FROM A REVIEW OF THE LITERATURE AND EVALUATED BY A JURY OF TEACHERS AND AGRIBUSINESSMEN IN TERMS OF QUALIFICATIONS NEEDED FOR ENTRY-LEVEL EMPLOYMENT. USING A LIKERT-TYPE RATING SCALE, COMPETENCIES WERE IDENTIFIED FOR THE FOLLOWING AREAS OR MODULES: (1) HUMAN RELATIONS IN AGRIBUSINESS, (2) COMMUNICATIONS IN AGRIBUSINESS, (3) AGRICULTURAL SALESMANSHIP, (4) AGRICULTURAL SALES PROMOTION, AND (5) AGRIBUSINESS OPERATIONS. THE FIVE MODULES ARE FURTHER DIVIDED INTO 40 INSTRUCTIONAL AREAS WHICH INCLUDE A LIST OF COMPETENCIES TO BE DEVELOPED, RECOMMENDED REFERENCES, SUPPLEMENTARY REFERENCES, AND SUGGESTED LEARNING ACTIVITIES. THE FINAL REPORT OF THE RESEARCH EFFORTS, WHICH IDENTIFIED THE NEEDED COMPETENCIES FOR A SECONDARY EDUCATION PROGRAM IN AGRIBUSINESS, IS INCLUDED IN THIS DOCUMENT. (JS)

VT 014 192 ED 058 392
BERRY, SUZANNE
ESTABLISHING A TRAINING PROGRAM FOR CHILD CARE WORKERS: A GUIDE FOR TEACHERS.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$3.29.
INF-SER-52
PUB DATE - 71

DESCRIPTORS - HOME ECONOMICS EDUCATION; *OCCUPATIONAL HOME ECONOMICS; *GUIDELINES; *CHILD CARE WORKERS; CHILD CARE OCCUPATIONS; EDUCATIONAL PROGRAMS; *PROGRAM DEVELOPMENT; *JOB TRAINING; PROGRAM DESCRIPTIONS; CURRICULUM MATERIALS; ANNOTATED BIBLIOGRAPHIES; SUBPROFESSIONALS; DAY CARE SERVICES; CHILD CARE CENTERS

ABSTRACT - THE CRITICAL SHORTAGE OF CHILD CARE PERSONNEL TRAINED TO WORK WITH CHILDREN FROM INFANCY THROUGH ADOLESCENCE CALLS FOR THE CREATION OF TRAINING PROGRAMS AT THE SUBPROFESSIONAL LEVEL. INTENDED FOR DAY CARE AND CHILD WELFARE AGENCY PERSONNEL, TEACHERS, AND OTHERS INTERESTED IN TRAINING CHILD CARE WORKERS, THIS PUBLICATION OFFERS GUIDELINES FOR USE IN ESTABLISHING SUCH PROGRAMS AT THE SECONDARY, POST-SECONDARY, OR ADULT TRAINING LEVEL. THE GUIDELINES, WHICH WERE DEVELOPED FROM A REVIEW OF CURRICULUM MATERIALS AND TRAINING PROGRAMS SPECIFICALLY FOR CHILD CARE WORKERS, ARE ORGANIZED UNDER THESE CATEGORIES: (1) GENERAL CONSIDERATIONS, (2) PROGRAM OBJECTIVES, (3) ADVISORY COMMITTEE, (4) PROGRAM STAFFING, (5) PROGRAM DIRECTOR AND TEACHER QUALIFICATIONS, (6) PROGRAM FUNDING AND COSTS, (7) TRAINEE SELECTION, (8) CURRICULUM, (9) FACILITIES AND EQUIPMENT, (10) ESTABLISHING AND OPERATING A CHILD CARE LABORATORY, AND (11) EVALUATION, PLACEMENT, AND FOLLOWUP. IN ADDITION TO THE GUIDELINES, DESCRIPTIONS OF SEVERAL SECONDARY, POST-SECONDARY, AND ADULT TRAINING PROGRAMS FOR CHILD CARE WORKERS, AND AN ANNOTATED BIBLIOGRAPHY ARE INCLUDED. (AUTHOR)

VT 014 200 ED 056 227
GUIDELINES TO INITIATE AND OPERATE A COOPERATIVE VOCATIONAL EDUCATION PROGRAM.

PENNSYLVANIA STATE DEPT. OF EDUCATION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL AND CONTINUING EDUCATION.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 71 83P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *COOPERATIVE EDUCATION; *PROGRAM PLANNING; *PROGRAM DEVELOPMENT; GUIDELINES; *MANUALS; ADMINISTRATIVE ORGANIZATION; EMPLOYMENT PRACTICES; FINANCIAL SUPPORT; RECORDS (FORMS); SECONDARY GRADES

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF VOCATIONAL EDUCATION, THIS HANDBOOK IS FOR SCHOOL ADMINISTRATORS, COORDINATORS AND TEACHERS TO USE IN PLANNING, ESTABLISHING AND CONDUCTING COOPERATIVE VOCATIONAL EDUCATION PROGRAMS. THE BASIC PURPOSE OF THE COOPERATIVE PROGRAM IS TO PROVIDE OCCUPATIONAL TRAINING THROUGH THE USE OF BUSINESS AND INDUSTRIAL CONCERNS. PROBLEMS CONNECTED WITH SUCH A PROGRAM INCLUDE: (1) PROGRAM ORGANIZATION AND ESTABLISHMENT, (2) PROGRAM GUIDELINES, (3) LAW, RULES, AND REGULATIONS FOR EMPLOYMENT, (4) ADMINISTRATION AND SUPERVISION, (5) FINANCING THE PROGRAM, AND (6) EVALUATION. INFORMATION CONCERNING PROCEDURES AND SAMPLE FORMS IS APPENDED. (GEB)

VT 014 238 ED 058 394
THE WORLD OF MANUFACTURING, TEACHER'S GUIDE. INDUSTRIAL ARTS CURRICULUM PROJECT.

OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
MCKNIGHT AND MCKNIGHT PUB. CO., ROUTE 66, BLOOMINGTON, ILL. 61701 ($24.00 LIST PRICE)
PUB DATE - 71 376P.

DESCRIPTORS - *INDUSTRIAL ARTS; SECONDARY GRADES; *TEACHING GUIDES; LESSON PLANS; CURRICULUM GUIDES; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; INDUSTRIAL TECHNOLOGY; *MANUFACTURING INDUSTRY; OCCUPATIONAL GUIDANCE; OCCUPATIONAL INFORMATION; CONCEPT TEACHING; *CAREER EDUCATION
IDENTIFIERS - INDUSTRIAL ARTS CURRICULUM PROJECT; IACP; WORLD OF MANUFACTURING

ABSTRACT - THIS TEACHER'S GUIDE ENCOMPASSING THE CONCEPTS FOUND IN THE WORLD OF MANUFACTURING IS DESIGNED FOR JUNIOR HIGH SCHOOL STUDENTS TO BE USED AS A TOTAL EDUCATIONAL PACKAGE WITH THE TEXTBOOK (VT 014 240) AND LABORATORY MANUAL (VT 014 239). AS THE SECOND PART OF A 2-YEAR INTEGRATED PROGRAM IN WHICH THE FIRST YEAR CONCERNS CONSTRUCTION, IT IS DESIGNED TO PREPARE STUDENTS FOR ENLIGHTENED CITIZENSHIP AND TO PROVIDE EDUCATIONAL-OCCUPATIONAL GUIDANCE FOR THE WORLD OF WORK. THIS PROGRAM WAS DESIGNED TO BE USED 45 MINUTES PER DAY FOR 185 DAYS, WITH 20 OPTIONAL ASSIGNMENTS FOR FLEXIBILITY. EACH OF THE 185 ASSIGNMENT UNITS INCLUDES OBJECTIVES, OVERVIEW, SUGGESTIONS FOR PRESENTATION AND DISCUSSION, HOMEWORK, AND TESTS. ASSIGNMENTS COVER: (1) AN OVERVIEW OF MANUFACTURING TECHNOLOGY, (2) ANALYSIS OF THE CONCEPTS OF RESEARCHING, DESIGNING, AND ENGINEERING AS THEY APPLY TO PRODUCTS AND PROCESSES, (3) ANALYSIS OF PRODUCTION PRACTICES, AND (4) PERSONNEL POLICIES. A LIST OF TEACHING AIDS AND SPECIAL EQUIPMENT, A LIST OF EQUIPMENT FOR STUDENTS, AND A LIST OF EXPENDABLE SUPPLIES ARE APPENDED. THE GUIDE IS IN THREE-RING BINDER FORMAT FOR EASE IN USE. RELATED DOCUMENTS ARE AVAILABLE AS ED 054 389 OR VT 014 088 (ARM VOL. 5, NO. 2), AND VT 014 239-VT 014 244 (ALL IN THIS ISSUE). (GEB)

VT 014 239 ED 058 395
THE WORLD OF MANUFACTURING, LABORATORY MANUAL. INDUSTRIAL ARTS CURRICULUM PROJECT.

OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
MCKNIGHT AND MCKNIGHT PUB. CO., ROUTE 66, BLOOMINGTON, ILL. 61701 ($3.96 LIST PRICE)
PUB DATE - 71 373P.

DESCRIPTORS - *INDUSTRIAL ARTS; SECONDARY GRADES; *LABORATORY MANUALS; *INSTRUCTIONAL MATERIALS; INDUSTRIAL TECHNOLOGY; *MANUFACTURING INDUSTRY; OCCUPATIONAL GUIDANCE; OCCUPATIONAL INFORMATION; CONCEPT TEACHING; *CAREER EDUCATION
IDENTIFIERS - INDUSTRIAL ARTS CURRICULUM PROJECT; IACP; WORLD OF CONSTRUCTION

ABSTRACT - THIS LABORATORY MANUAL FOR JUNIOR HIGH SCHOOL STUDENTS ENCOMPASSES CONCEPTS FOUND IN MANUFACTURING. DEVELOPED UNDER A CONTRACT FROM THE U.S. OFFICE OF EDUCATION, IT IS THE SECOND PART OF A 2-YEAR INTEGRATED PROGRAM, AND TOGETHER WITH THE FIRST COURSE

IN CONSTRUCTION TECHNOLOGY, PROVIDES AN INTRODUCTORY STUDY OF INDUSTRIAL TECHNOLOGY. THIS MANUAL IS DESIGNED FOR USE WITH A TEXTBOOK (VT 014 240) AND TEACHER'S GUIDE (VT 014 238) TO PROVIDE A COMPLETE 1-YEAR COURSE. EACH OF THE 91 ACTIVITIES INCLUDES A STATED OBJECTIVE AND PROCEDURES FOR CARRYING OUT THE ACTIVITY WITH DRAWINGS, CHARTS, AND PICTURES PROVIDED WHERE NECESSARY. SAMPLE TOPICS INCLUDE: (1) MANUFACTURING AND THE ECONOMIC SYSTEM, (2) BUILDING THE PRODUCTION PROTOTYPE, (3) ORGANIZATION, OWNERSHIP, AND PROFIT, (4) MANUFACTURING PRODUCTION TECHNOLOGY, (5) COMBINING SUBASSEMBLIES, (6) DESIGNING AND ENGINEERING THE PRODUCT, (7) ARRANGING FOR DISTRIBUTION AND SALES. RELATED DOCUMENTS ARE AVAILABLE AS ED 054 389 OR VT 014 088 (ARM VOL. 5, NO. 2) AND VT 014 238-VT 014 244 (ALL IN THIS ISSUE). (GEB)

VT 014 240   ED 058 396
THE WORLD OF MANUFACTURING. INDUSTRIAL ARTS CURRICULUM PROJECT.

OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
MCKNIGHT AND MCKNIGHT PUB. CO., ROUTE 66, BLOOMINGTON, ILL. 61071 ($7.96 LIST PRICE)
PUB DATE -   71 542P.

DESCRIPTORS - *INDUSTRIAL ARTS; SECONDARY GRADES; STUDY GUIDES; INDUSTRIAL TECHNOLOGY; *TEXTBOOKS; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; MANUFACTURING INDUSTRY; OCCUPATIONAL GUIDANCE; OCCUPATIONAL INFORMATION; *CONCEPT TEACHING; FUNDAMENTAL CONCEPTS; *CAREER EDUCATION
IDENTIFIERS - INDUSTRIAL ARTS CURRICULUM PROJECT; IACP; WORLD OF MANUFACTURING

ABSTRACT - THIS TEXTBOOK FOR JUNIOR HIGH SCHOOL STUDENTS ENCOMPASSES CONCEPTS FOUND IN MANUFACTURING, AND TOGETHER WITH A TEACHER'S GUIDE (VT 014 238) AND LABORATORY MANUAL (VT 014 239) CONSTITUTES THE SECOND PART OF A 2-YEAR INTEGRATED PROGRAM IN INDUSTRIAL TECHNOLOGY. THIS AND THE FIRST YEAR COURSE IN CONSTRUCTION TECHNOLOGY, WERE DEVELOPED UNDER CONTRACT TO THE U.S. OFFICE OF EDUCATION. THE MATERIAL WAS WRITTEN BY PROFESSIONALS IN THE MANUFACTURING FIELD, AND IS INTENDED TO GIVE FIRSTHAND KNOWLEDGE ABOUT THE MAN-MADE WORLD AND ENABLE STUDENTS TO VIEW THEIR WORLD WITH GREATER UNDERSTANDING, APPRECIATION, AND INSIGHT. SAMPLE TOPICS INCLUDED IN THE 82 ARE: (1) MANUFACTURING AND THE ECONOMIC SYSTEM, (2) BUILDING THE PRODUCTION PROTOTYPE, (3) EMPLOYMENT AND OCCUPATIONS IN MANUFACTURING, (4) CONVERTING RAW MATERIALS TO INDUSTRIAL MATERIALS, (5) MAKING ASSEMBLIES OR FINISHED PARTS, (6) LOCATING THE PLANT AND SECURING INPUTS, AND (7) ARRANGING FOR DISTRIBUTION AND SALES. THERE IS EXTENSIVE USE OF PICTURES AND DRAWINGS FOR ILLUSTRATIONS. RELATED DOCUMENTS ARE AVAILABLE AS ED 054 389 OR VT 014 088 (ARM VOL. 5, NO. 2) AND VT 014 238-VT 014 244 (ALL IN THIS ISSUE). (GEB)

VT 014 241   ED 058 397
THE WORLD OF CONSTRUCTION. INDUSTRIAL ARTS CURRICULUM PROJECT.

OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
MCKNIGHT AND MCKNIGHT PUB. CO., ROUTE 66, BLOOMINGTON, ILL. 61701 ($7.96 LIST PRICE)
PUB DATE -   70 576P.

DESCRIPTORS - *INDUSTRIAL ARTS; SECONDARY GRADES; STUDY GUIDE; INDUSTRIAL TECHNOLOGY; TEXTBOOKS; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *CONSTRUCTION INDUSTRY; OCCUPATIONAL GUIDANCE; OCCUPATIONAL INFORMATION; CONCEPT TEACHING; FUNDAMENTAL CONCEPTS; *CAREER EDUCATION
IDENTIFIERS - INDUSTRIAL ARTS CURRICULUM PROJECT; IACP; WORLD OF CONSTRUCTION

ABSTRACT - THIS TEXTBOOK FOR JUNIOR HIGH SCHOOL STUDENTS ENCOMPASSES CONCEPTS FOUND IN CONSTRUCTION, AND TOGETHER WITH A TEACHER'S GUIDE (VT 014 244) AND TWO LABORATORY MANUALS (VT 014 242 AND VT 014 243), CONSTITUTES THE FIRST PART OF A 2-YEAR INTEGRATED PROGRAM IN INDUSTRIAL TECHNOLOGY. THIS AND THE SECOND YEAR COURSE IN MANUFACTURING WERE DEVELOPED UNDER A CONTRACT FROM THE OFFICE OF EDUCATION. THE MATERIAL WAS WRITTEN BY PROFESSIONALS IN THE CONSTRUCTION FIELD, AND IS INTENDED TO HELP STUDENTS VIEW THE CONSTRUCTION WORLD WITH GREATER UNDERSTANDING, APPRECIATION, AND INSIGHT. SAMPLE TOPICS INCLUDED IN THE 97 ARE: (1) APPLYING TECHNOLOGY TO PEOPLE, (2) SURVEYING AND MAPPING, (3) DESIGNING AND ENGINEERING CONSTRUCTION PROJECTS, (4) ESTIMATING AND BIDDING, (5) BUILDING SUPERSTRUCTURES, (6) INSTALLING ELECTRICAL COMMUNICATIONS SYSTEMS, (7) FINANCING AND CONTRACTING, AND (8) CITY AND REGIONAL PLANNING FACTORS. EXTENSIVE USE IS MADE OF PICTURES AND DRAWINGS FOR ILLUSTRATIONS. RELATED DOCUMENTS ARE AVAILABLE AS ED 054 389 OR VT 014 088 (ARM VOL. 5, NO. 2) AND VT 014 238-VT 014 244 (ALL IN THIS ISSUE). (GEB)

VT 014 242   ED 058 398
THE WORLD OF CONSTRUCTION, LABORATORY MANUAL, SEMESTER 1. INDUSTRIAL ARTS CURRICULUM PROJECT.

OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
MCKNIGHT AND MCKNIGHT PUB. CO., ROUTE 66, BLOOMINGTON, ILL. 61701 ($1.98 LIST PRICE)
PUB DATE -   70 192P.

DESCRIPTORS - *INDUSTRIAL ARTS; SECONDARY GRADES; *LABORATORY MANUALS; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; INDUSTRIAL TECHNOLOGY; *CONSTRUCTION INDUSTRY; OCCUPATIONAL GUIDANCE; OCCUPATIONAL INFORMATION; CONCEPT TEACHING; *CAREER EDUCATION
IDENTIFIERS - INDUSTRIAL ARTS CURRICULUM PROJECT; IACP; WORLD OF CONSTRUCTION

ABSTRACT - THIS FIRST SEMESTER LABORATORY MANUAL PROVIDES ACTIVITIES FOR JUNIOR HIGH SCHOOL STUDENTS WHICH REINFORCE CONSTRUCTION CONCEPTS PRESENTED IN THE TEXTBOOK (VT 014 241) AND THE ACCOMPANYING TEACHER'S GUIDE (VT 014 244). EACH OF THE 73 ACTIVITIES INCLUDES A STATED OBJECTIVE AND PROCEDURES FOR CARRYING OUT THE ACTIVITY WITH DRAWINGS, CHARTS, AND PICTURES PROVIDED WHEN NECESSARY. SAMPLE TOPICS INCLUDE: (1) APPLYING TECHNOLOGY TO PEOPLE, (2) SURVEYING AND MAPPING, (3) DESIGNING AND ENGINEERING CONSTRUCTION PROJECTS, (4) ESTIMATING AND BIDDING, (5) BUILDING SUPERSTRUCTURES, AND (6) BUILDING WOOD FRAMES. THE MANUAL FOR THE SECOND SEMESTER IS AVAILABLE AS VT 014 243. RELATED DOCUMENTS ARE AVAILABLE AS ED 054 389 OR VT 014 088 (ARM VOL. 5, NO. 2) AND VT 014 238-VT 014 244 (ALL IN THIS ISSUE). (GEB)

VT 014 243 ED 058 399
THE WORLD OF CONSTRUCTION, LABORATORY MANUAL, SEMESTER 2. INDUSTRIAL ARTS CURRICULUM PROJECT.

OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
MCKNIGHT AND MCKNIGHT PUB. CO., ROUTE 66, BLOOMINGTON, ILL. 61701 ($1.98 LIST PRICE)
PUB DATE - 70 186P.

DESCRIPTORS - *INDUSTRIAL ARTS; SECONDARY GRADES; *LABORATORY MANUALS; *INSTRUCTIONAL MATERIALS; INDUSTRIAL TECHNOLOGY; *CONSTRUCTION INDUSTRY; OCCUPATIONAL GUIDANCE; OCCUPATIONAL INFORMATION; CONCEPT TEACHING; RESOURCE MATERIALS; *CAREER EDUCATION
IDENTIFIERS - INDUSTRIAL ARTS CURRICULUM PROJECT; IACP; WORLD OF CONSTRUCTION

ABSTRACT - THIS SECOND SEMESTER LABORATORY MANUAL PROVIDES ACTIVITIES FOR JUNIOR HIGH SCHOOL STUDENTS WHICH REINFORCE CONSTRUCTION CONCEPTS PRESENTED IN THE TEXTBOOK (VT 014 241) AND THE ACCOMPANYING TEACHER'S GUIDE (VT 014 244). EACH OF THE 81 ACTIVITIES INCLUDES A STATED OBJECTIVE AND PROCEDURES FOR CARRYING OUT THE ACTIVITY WITH DRAWINGS, CHARTS, AND PICTURES PROVIDED WHERE NECESSARY. SAMPLE TOPICS INCLUDE: (1) INSTALLING ELECTRICAL COMMUNICATOR'S SYSTEMS, (2) ENCLOSING EXTERIOR WALLS, (3) PLANNING THE LIVING SPACE, (4) BUILDING THE SUBSTRUCTURE, (5) CITY AND REGIONAL PLANNING FACTORS, AND (6) MANAGING COMMUNITY DEVELOPMENT. THE MANUAL FOR THE FIRST SEMESTER IS AVAILABLE AS VT 014 242. RELATED DOCUMENTS ARE AVAILABLE AS ED 054 389 OR VT 014 088 (ARM VOL. 5, NO. 2) AND VT 014 238-VT 014 244 (ALL IN THIS ISSUE). (GEB)

VT 014 244 ED 058 400
THE WORLD OF CONSTRUCTION, TEACHER'S GUIDE. INDUSTRIAL ARTS CURRICULUM PROJECT.

OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
MCKNIGHT AND MCKNIGHT PUB. CO., ROUTE 66, BLOOMINGTON, ILL. 61701 ($24.00 LIST PRICE)
PUB DATE - 70 317P.

DESCRIPTORS - *INDUSTRIAL ARTS; SECONDARY GRADES; *TEACHING GUIDES; LESSON PLANS; CURRICULUM GUIDES; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; INDUSTRIAL TECHNOLOGY; *CONSTRUCTION INDUSTRY; OCCUPATIONAL GUIDANCE; OCCUPATIONAL INFORMATION; CONCEPT TEACHING; FUNDAMENTAL CONCEPTS; *CAREER EDUCATION
IDENTIFIERS - INDUSTRIAL ARTS CURRICULUM PROJECT; IACP; WORLD OF CONSTRUCTION

ABSTRACT - THIS TEACHER'S GUIDE ENCOMPASSING THE CONCEPTS FOUND IN THE WORLD OF CONSTRUCTION IS DESIGNED FOR JUNIOR HIGH SCHOOL STUDENTS, TO BE USED AS A TOTAL EDUCATIONAL PACKAGE WITH THE TEXTBOOK (VT 014 241) AND THE LABORATORY MANUALS (VT 014 242 AND VT 014 243). AS THE FIRST PART OF A 2-YEAR INTEGRATED PROGRAM IN WHICH THE SECOND YEAR CONCERNS MANUFACTURING, IT IS DESIGNED TO PREPARE STUDENTS FOR ENLIGHTENED CITIZENSHIP AND TO PROVIDE EDUCATIONAL-OCCUPATIONAL GUIDANCE FOR THE WORLD OF WORK. THIS PROGRAM WAS DESIGNED TO BE USED 45 MINUTES PER DAY FOR 185 DAYS, WITH 22 OPTIONAL ASSIGNMENTS FOR FLEXIBILITY. ASSIGNMENTS COVER THREE MAJOR AREAS: (1) ANALYSIS OF THE MANAGED-PERSONNEL-PRODUCTION SYSTEM OF CONSTRUCTION, (2) SYNTHESIS OF HOUSING CONSTRUCTION PRACTICES, AND (3) SYNTHESIS OF CITY AND REGIONAL PLANNING PRACTICES. EACH OF THE 185 ASSIGNMENT UNITS CONTAINS OBJECTIVES, TIME SCHEDULE SUGGESTED DEMONSTRATION AND AN OVERVIEW. A LIST OF TEACHER'S AIDS, EQUIPMENT AND MATERIALS, A LIST OF TOOLS AND EQUIPMENT FOR STUDENTS, A LIST OF EXPENDABLE MATERIALS AND A SCALED FLOOR PLAN ARE APPENDED. THREE-RING BINDER FORMAT MAKES REMOVAL OF PAGES EASY. RELATED DOCUMENTS ARE AVAILABLE AS ED 054 389 OR VT 014 088 AND VT 014 238-VT 014 244 (ALL IN THIS ISSUE). (GEB)

VT 014 293
CHARNEY, ALAN
RECRUITING IN DISTRIBUTIVE EDUCATION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($1.00)
PUB DATE - 71 24P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; SECONDARY EDUCATION; AREA VOCATIONAL SCHOOLS; *TEACHING GUIDES; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *RECRUITMENT; RECORDS (FORMS); *TEACHER ROLE; PUBLIC RELATIONS

ABSTRACT - DEVELOPED BY A DISTRIBUTIVE EDUCATION (DE) TEACHER, THIS TEACHING GUIDE WAS PREPARED TO AID IN RECRUITING STUDENTS FOR DE PROGRAMS. USEFUL IN BOTH SECONDARY SCHOOLS AND AREA VOCATIONAL CENTERS, THE

PURPOSE OF THE GUIDE IS TO HELP INFORM STUDENTS, ADMINISTRATORS, AND COUNSELORS OF THE CAREER OPPORTUNITIES IN THE AREA OF DISTRIBUTIVE EDUCATION. MAJOR SECTIONS OF THE GUIDE ARE: (1) PEOPLE WHO CAN BEST ASSIST IN OBTAINING QUALITY STUDENTS, (2) RECRUITING ACTIVITIES TO PROMOTE INTEREST IN DISTRIBUTIVE EDUCATION, (3) SAMPLE LETTER TO STUDENT, (4) SAMPLE LETTER TO PARENT, (5) STUDENT APPLICATION FOR DISTRIBUTIVE EDUCATION, AND (6) STUDENT AGREEMENT FORM. AVAILABLE FOR USE WITH THIS GUIDE ARE TRANSPARENCIES WHICH ARE AVAILABLE IN THIS ISSUE AS VT 014 340. (JS)

VT 014 306
PROGRAMS LEADING TO AGRI-BUSINESS AND NATURAL RESOURCES.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION, DOVER. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 31JAN71 33P.

DESCRIPTORS - *AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; *AGRIBUSINESS; *CURRICULUM GUIDES; *NATURAL RESOURCES; SECONDARY EDUCATION; HIGH SCHOOL CURRICULUM; *AGRICULTURAL OCCUPATIONS; EDUCATIONAL FACILITIES; COURSE DESCRIPTIONS; PROGRAM LENGTH; STUDENT ENROLLMENT; ADMISSION CRITERIA; STUDENT ORGANIZATIONS

ABSTRACT - THIS PUBLICATION CONTAINS INFORMATION REGARDING THE FOLLOWING HIGH SCHOOL AGRICULTURAL COURSES: (1) INTRODUCTION TO AGRICULTURAL VOCATIONS, (2) AGRICULTURAL PRODUCTION, (3) ANIMAL SCIENCE, (4) PLANT SCIENCE, (5) AGRICULTURAL SUPPLIES AND SERVICES, (6) AGRICULTURAL MECHANICS, (7) AGRIBUSINESS MANAGEMENT, (8) GREENHOUSE OPERATION AND MANAGEMENT, (9) LANDSCAPE ARCHITECTURE, (10) TURF MANAGEMENT AND LANDSCAPING, (11) NURSERY OPERATION AND MANAGEMENT, AND (12) AGRICULTURAL RESOURCES. A COURSE DESCRIPTION, ENTRANCE REQUIREMENTS, GRADE LEVEL, LENGTH OF COURSE, STUDENT ENROLLMENT, AND FACILITY REQUIREMENTS ARE INCLUDED FOR EACH COURSE. ADMINISTRATION POLICIES AND CALENDAR OF EVENTS FOR FUTURE FARMERS OF AMERICA (FFA) ARE APPENDED. (SB)

VT 014 320
ELLIS, OWEN H.
THE EMPLOYEE'S ROLE IN THEFT REDUCTION. A DISTRIBUTIVE EDUCATION PRESENTATION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 (SLIDES AND ILLUSTRATED SCRIPT $11.50-ALLOW 4 WEEKS FOR DELIVERY)
PUB DATE - 71 19P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *INSTRUCTIONAL MATERIALS; *SCRIPTS; SECONDARY EDUCATION; POST SECONDARY EDUCATION; MERCHANDISING; *SALES WORKERS; *ROLE; RETAILING
IDENTIFIERS - THEFT REDUCTION

ABSTRACT - DEVELOPED BY A DISTRIBUTIVE EDUCATION (DE) TEACHER, THIS DOCUMENT PROVIDES THE SCRIPT PREPARED TO ACCOMPANY 47 SLIDES ON THEFT REDUCTION. DESIGNED PRIMARILY FOR USE ON THE SECONDARY LEVEL, IT IS RECOMMENDED THAT AT LEAST 3 DAYS BE ALLOWED FOR INSTRUCTIONAL PURPOSES. HOWEVER, IT SHOULD BE NOTED THAT THESE MATERIALS ALSO CAN BE USED IN POST-SECONDARY PROGRAMS AND WITH LOCAL MERCHANTS AND CHAMBER GROUPS. TOPICS COVERED BY THE SCRIPT INCLUDE: (1) FREQUENCY OF SHOPLIFTING, (2) FACTS, (3) THE PROFESSIONAL GREETING OF CUSTOMERS, (4) OVER SURVEILLANCE: A COMMON ERROR, (5) COOPERATION WITH POLICE AND COURTS, (6) DRESSING ROOM SURVEILLANCE, (7) REGISTER VIGILANCE, AND (8) CUSTOMERS WITH OPEN PACKAGES. (JS)

VT 014 328
POLLACK, MARY N.
BASIC INSTRUCTION SERIES FOR DISTRIBUTIVE EDUCATION (TOPICAL OUTLINES).

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA, 29631 ($0.85)
PUB DATE - 71 27P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *RESOURCE MATERIALS; *CURRICULUM DEVELOPMENT; SECONDARY SCHOOLS; AREA VOCATIONAL SCHOOLS; INSTRUCTIONAL MATERIALS; *SALESMANSHIP; MERCHANDISING; OCCUPATIONAL INFORMATION; *CURRICULUM GUIDES
IDENTIFIERS - OUTLINES

ABSTRACT - DEVELOPED BY A DISTRIBUTIVE EDUCATION (DE) TEACHER, THIS DOCUMENT PRESENTS TOPICAL OUTLINES OF THE BASIC DE CURRICULUM MATERIALS. KEYED TO INSTRUCTIONAL MANUALS PROVIDED EACH TEACHER-COORDINATOR IN SOUTH CAROLINA, THESE OUTLINES ARE USEFUL IN BOTH SECONDARY SCHOOLS AND AREA VOCATIONAL CENTERS. UNITS OF STUDY ARE OUTLINED OR SUGGESTED FOR TOPICS SUCH AS: (1) SELF ANALYSIS AS A STEP TOWARD THE WORLD OF WORK, (2) THE CUSTOMER'S VIEWPOINT IN SELLING, (3) KINDS OF DISTRIBUTIVE BUSINESSES, (4) KINDS OF EMPLOYMENT IN DISTRIBUTION, (5) MATHEMATICS OF DISTRIBUTION (TEXAS OUTLINE SERIES), (6) YOUR CAREER IN DISTRIBUTION, (7) PREPARE YOURSELF TO SELL, (8) READING--ITS PLACE IN COMMUNICATION, (9) SALES PROMOTION, (10) DISPLAY, (11) MERCHANDISING POLICIES, AND (12) WHAT TO BUY. THE OUTLINES ARE GROUPED IN TERMS OF THEIR USE IN DE I-A, DE I, AND DE II. (JS)

VT 014 336
GUIDELINES--COOPERATIVE OCCUPATIONAL-VOCATIONAL EDUCATION AND WORK-STUDY PROGRAMS.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION, DOVER. DIV. OF CAREER EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
COVEP-1

PUB DATE - 15SEP70 123P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *COOPERATIVE EDUCATION; *PROGRAM DEVELOPMENT; *GUIDELINES; PROGRAM IMPROVEMENT; *WORK STUDY PROGRAMS; PROGRAM ADMINISTRATION; CHILD LABOR LAWS; RESOURCE MATERIALS; SCHOOL INDUSTRY RELATIONSHIP; VOCATIONAL COUNSELING

ABSTRACT - IN AN EFFORT TO ENCOURAGE THE DEVELOPMENT OF ADDITIONAL COOPERATIVE EDUCATION AND WORK-STUDY PROGRAMS, THESE GUIDELINES WERE PREPARED FOR USE BY ADMINISTRATORS, COORDINATORS, COUNSELORS, AND TEACHERS. INFORMATION CONCERNING COOPERATIVE EDUCATION PROGRAMS COVER TOPICS SUCH AS: (1) WHERE COOPERATIVE EDUCATION PROGRAMS MAY BE USED, (2) EMPLOYER BENEFITS, (3) INDUSTRY'S ROLE, (4) STUDENT TRANSPORTATION, AND (5) CHILD LABOR LAWS. INFORMATION PROVIDED ON WORK-STUDY PROGRAMS INCLUDES: (1) TYPE OF WORK STUDENT MAY PERFORM, (2) STUDENT PARTICIPATION, (3) LIMITATIONS-HOURS AND COMPENSATION, AND (4) SUPERVISION AND COORDINATION. THE APPENDIX PROVIDES RESOURCE MATERIALS SUCH AS FORMS FOR TRAINING AGREEMENTS, EMPLOYER FOLLOW-UP, AND EMPLOYER AND STUDENT REPORTS. A GUIDE TO CHILD LABOR PROVISIONS OF THE FAIR LABOR STANDARDS ACT IS BOUND WITHIN THE DOCUMENT. (JS)

VT 014 340
CHARNEY, ALAN
RECRUITING IN DISTRIBUTIVE EDUCATION, TRANSPARENCIES.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($2.50)
PUB DATE - 71 41P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; *CAREER PLANNING; *TRANSPARENCIES; *VOCATIONAL COUNSELING; *RECRUITMENT; SECONDARY EDUCATION; AREA VOCATIONAL SCHOOLS

ABSTRACT - DEVELOPED BY A DISTRIBUTIVE EDUCATION (DE) TEACHER, THESE TRANSPARENCIES WERE PREPARED FOR USE IN RECRUITING STUDENTS FOR DE PROGRAMS. USEFUL IN EITHER SECONDARY SCHOOLS OR AREA VOCATIONAL SCHOOLS THE 31 TRANSPARENCIES TREAT TOPICS SUCH AS: (1) WHAT D.E. CAN OFFER YOU, (2) MORE JOB OPPORTUNITIES, (3) STRUCTURE OF THE D.E. PROGRAM, (4) D.E. EDUCATION INSTRUCTIONAL AREAS, (5) DISTRIBUTION IN THE ECONOMY, (6) DISTRIBUTION IN A FREE ENTERPRISE SYSTEM, (7) THE DECA CREED, (8) THE PROJECT STUDENT, (9) CHAPTER ACTIVITIES, AND (10) D.E. OFFERS YOU A FUTURE. A SCRIPT FOR USE WITH THESE TRANSPARENCIES IS INCLUDED AND A RELATED DOCUMENT IS AVAILABLE IN THIS ISSUE AS VT 014 293. (JS)

VT 014 341
VON GUNTEN, JANE ELLEN
PRINTED RESOURCES FOR FASHION COORDINATION INSTRUCTION. DISTRIBUTIVE EDUCATION REPORT.

WISCONSIN UNIV., MADISON. DISTRIBUTIVE EDUCATION OFFICE.
WISCONSIN STATE BOARD OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION, MADISON.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NOV70 31P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MERCHANDISING; *BIBLIOGRAPHIES; *CURRICULUM DEVELOPMENT; PROGRAM DEVELOPMENT; *RESOURCE MATERIALS; POST SECONDARY EDUCATION; RETAILING

ABSTRACT - INCLUDED IN THIS DOCUMENT IS A BIBLIOGRAPHY OF MATERIALS USEFUL IN TEACHING FASHION COORDINATION. EMERGING AS A SUBJECT AREA IN POST SECONDARY DISTRIBUTIVE EDUCATION (DE), FASHION COORDINATION IS DEFINED AS INVOLVING THOSE PROMOTIONAL AND SALES SUPPORTING ACTIVITIES DESIGNED TO: (1) AID IN SELLING FASHION MERCHANDISE AT ALL PRICE LEVELS THROUGHOUT THE STORE, (2) INCREASE THE STORE'S FASHION PRESTIGE, (3) EXECUTE STORE FASHION PROMOTIONS, AND (4) COORDINATE FASHIONS WITHIN THE STORE. LISTINGS IN THE BIBLIOGRAPHY ARE ARRANGED ALPHABETICALLY BY AUTHOR IN THE FOLLOWING CATEGORIES: BOOKS, PERIODICALS, AND SPECIAL AIDS. INDIVIDUAL ENTRIES INCLUDE THE AUTHOR AND PUBLISHER'S ADDRESS AND ARE CODED ACCORDING TO THE RESEARCH METHOD USED TO LOCATE THE DOCUMENT. THIS BIBLIOGRAPHY OF RESOURCE MATERIALS SHOULD BE USEFUL TO POST SECONDARY DE TEACHERS INVOLVED IN PROGRAM AND CURRICULUM PLANNING. (JS)

VT 014 345
JAMESON, ANNE H.
SUGGESTIONS FOR A PLAN OF ROTATION FOR OFFICE PRACTICE. TEACHERS' MANUAL.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OCCUPATIONS SECTION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA ($1.00)
PUB DATE - 71 45P.

DESCRIPTORS - *BUSINESS EDUCATION; *OFFICE PRACTICE; *OFFICE OCCUPATIONS EDUCATION; *MANUALS; SECONDARY EDUCATION; AREA VOCATIONAL SCHOOLS; *ROTATION PLANS; RESOURCE MATERIALS; EDUCATIONAL PLANNING; EDUCATIONAL OBJECTIVES

ABSTRACT - DEVELOPED BY A HIGH SCHOOL OFFICE PRACTICE TEACHER, THIS MANUAL DESCRIBES A PLAN OF ROTATING STUDENTS THROUGH A SERIES OF CLASSROOM EXPERIENCES. USEFUL IN A VOCATIONAL BUSINESS EDUCATION PROGRAM, THE MANUAL INCLUDES SECTIONS ON: (1) GENERAL OBJECTIVES FOR THE ROTATION UNIT OF WORK, (2) EQUIPMENT, (3) SUPPLIES, (4) PERSONNEL, (5) SUGGESTIONS FOR THE PREPARATION OF THE ROTATION CHART, (6) PROJECT INSTRUCTIONS TO BE GIVEN TO STUDENTS, AND (7) OPTIONAL EXERCISES FOR FOLLOW-UP. (JS)

VT 014 349
NEWSOME, HAROLD J., AND OTHERS
FILING--THE KEY TO BETTER ORGANIZATION FOR TEACHING MARKETING AND DISTRIBUTION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631
($5.00)
PUB DATE - 70 70P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; RESOURCE MATERIALS; *FILING; INFORMATION SYSTEMS; *INFORMATION STORAGE; *INFORMATION RETRIEVAL; *ORGANIZATION; INDEXING

ABSTRACT - USEFUL IN ORGANIZING AND RETRIEVING TEACHER MATERIALS, THIS PACKAGE PROVIDES INFORMATION ON A DISTRIBUTIVE EDUCATION (DE) FILE INDEX. THE INDEX IS BASED ON A NUMERICAL SYSTEM OF 1000 AND INCLUDES 16 MAJOR SECTIONS AMONG WHICH ARE: (1) 000 ADMINISTRATION, (2) 100 DECA, (3) 200 RECORDS AND ORIENTATION, (4) 300 SALESMANSHIP, (5) 700 MERCHANDISING, (6) 750 PRODUCT INFORMATION, AND (7) 850 LOCATION AND LAYOUT. ALSO INCLUDED ARE INSTRUCTIONS FOR USING THE INDEX AND SHEETS OF FILE FOLDER LABELS. (JS)

VT 014 350
JOHNSON, EVELYN H., AND OTHERS
FOOD AND NUTRITION--SUPPLEMENTAL LESSONS FOR TRAINING EXTENSION AIDES. FOOD BUYING.

DEPARTMENT OF AGRICULTURE, WASHINGTON, D.C. EXTENSION SERVICE.
MF AVAILABLE IN VT-ERIC SET.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
($0.60)
PUB DATE - JUL71 65P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *TEACHING GUIDES; *FOODS INSTRUCTION; NUTRITION INSTRUCTION; ON THE JOB TRAINING; EXTENSION AGENTS; *EXTENSION EDUCATION; ADULT VOCATIONAL EDUCATION; FAMILY MANAGEMENT; BIBLIOGRAPHIES; SERVICE WORKERS

ABSTRACT - THIS BOOKLET OF SUPPLEMENTAL LESSONS ON BUYING FOOD IS DESIGNED FOR USE BY TRAINER AGENTS IN ON-THE-JOB TRAINING OF EXTENSION AIDES TO PROVIDE THEM WITH INFORMATION ABOUT FOOD NEEDS OF FAMILY MEMBERS AND WITH TEACHING METHODS TO USE IN HELPING FAMILIES. LESSONS COVER: (1) SHOPPING WITH KNOW-HOW, (2) KEEPING FOOD SAFE TO EAT, (3) MILK, EGGS, AND CHEESE, (4) DRY BEANS, PEAS, AND NUTS, (6) FRUIT AND VEGETABLES, (7) BREADS, CEREALS, PASTA, AND RICE, (8) CONVENIENCE FOODS, AND (9) VISIT TO A FOOD STORE. PURPOSES, PRESENTATION SUGGESTIONS, LEARNING ACTIVITIES, REFERENCES, AND AUDIOVISUAL MATERIALS ACCOMPANY EACH LESSON. AN INTRODUCTORY SECTION PROVIDES ADDITIONAL SUGGESTIONS FOR THE TRAINER AGENT AND LISTS RECOMMENDED REFERENCES. RELATED BOOKLETS ARE AVAILABLE AS VT 012 840 - VT 012 843 (AIM FALL 1971). (SB)

VT 014 351
FOOD DISTRIBUTION--"THE SUPERMARKET," TRANSPARENCIES.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631
($2.25)
PUB DATE - 71 23P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; SECONDARY EDUCATION; *TRANSPARENCIES; AREA VOCATIONAL SCHOOLS; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; MARKETING; *FOOD SERVICE OCCUPATIONS; *ENTRY WORKERS; OCCUPATIONAL INFORMATION; CAREER PLANNING; VOCATIONAL COUNSELING

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION (DE) TEACHERS, THESE TRANSPARENCIES WERE PREPARED FOR USE WITH A COMPANION DOCUMENT TITLED FOOD DISTRIBUTION--THE SUPERMARKET--ENTRY OCCUPATION. USEFUL IN SECONDARY SCHOOLS AND AREA VOCATIONAL CENTERS THE 19 TRANSPARENCIES COVER SUCH TOPICS AS: (1) STORE ORGANIZATION PLAN, (2) CHANNELS OF DISTRIBUTION, (3) LADDER OF SUCCESS, (4) THE BAG BOY, (5) THE CHECKER, (6) COMMON CHECK-OUT ERRORS, (7) STOCKMAN - UTILITY MAN - POOR, AND (8) CONSUMERISM. THE RELATED DOCUMENT IS AVAILABLE AS VT 014 352 IN THIS ISSUE. (JS)

VT 014 352
FOOD DISTRIBUTION--"THE SUPERMARKET" ENTRY OCCUPATIONS.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631
($1.00)
PUB DATE - 71 54P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *OCCUPATIONAL INFORMATION; *ENTRY WORKERS; *FOOD SERVICE OCCUPATIONS; SECONDARY EDUCATION; *MANUALS; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; AREA VOCATIONAL SCHOOLS; CAREER PLANNING; VOCATIONAL COUNSELING

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION TEACHERS, THIS MANUAL WAS PREPARED TO HELP COORDINATORS PROVIDE STUDENTS WITH OCCUPATIONAL INFORMATION CONCERNING THE FOOD SERVICE INDUSTRY. USEFUL IN EITHER SECONDARY SCHOOLS OR AREA VOCATIONAL CENTERS, THE MANUAL PROVIDES INFORMATION ON SUCH TOPICS AS: (1) HOW THE FOOD INDUSTRY COMPARES WITH OTHER INDUSTRIES, (2) HISTORY AND DEVELOPMENT OF THE SUPERMARKET, (3) STORE ORGANIZATION PLAN, (4) CHANNELS OF DISTRIBUTION, (5) PACKAGING, AND (6) A SAMPLE OF BENEFITS IN FOOD DISTRIBUTION CAREERS. THE DOCUMENT INCLUDES NUMEROUS ILLUSTRATIONS, JOB DESCRIPTIONS, DISCUSSION QUESTIONS, AND TESTS. TELATED TRANSPARENCIES ARE AVAILABLE

AS VT 014 351 IN THIS ISSUE. (JS)

VT 014 353 ED 057 235
LEE, JASPER S.
OCCUPATIONAL ORIENTATION; AN INTRODUCTION TO THE WORLD OF WORK.

MISSISSIPPI RESEARCH COORDINATING UNIT FOR VOCATIONAL-TECHNICAL EDUCATION, STATE COLLEGE.
MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
EDRS PRICE MF-$0.65 HC-$9.87.
PUB DATE - 71 213P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *CAREER PLANNING; *CAREER EDUCATION; *STUDY GUIDES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; TEACHING TECHNIQUES; COURSE ORGANIZATION; OCCUPATIONAL INFORMATION
IDENTIFIERS - *OCCUPATIONAL EXPLORATION; WORLD OF WORK

ABSTRACT - DEVELOPED BY CURRICULUM COORDINATING UNIT STAFF, THIS STUDY GUIDE WAS DESIGNED FOR USE BY STUDENTS IN OCCUPATIONAL ORIENTATION CLASSES. INTENDED TO SERVE AS A CENTRAL CORE AROUND WHICH CLASS ACTIVITIES MAY BE STRUCTURED, THE GUIDE INCLUDES 17 UNITS ON TOPICS SUCH AS: (1) DETERMINING THE IMPORTANCE OF WORK, (2) UNDERSTANDING THE PRESENT WORLD OF WORK, (3) PREPARING FOR A CAREER, (4) EXPLORING OUTDOOR OCCUPATIONS, (5) EXPLORING SCIENCE OCCUPATIONS, (6) EXPLORING ARTS AND ENTERTAINMENT OCCUPATIONS, (7) LOCATING AND APPLYING FOR A JOB, (8) SELECTING A CAREER, AND (9) WORKING ON THE JOB. EACH UNIT INCLUDES PERTINENT BACKGROUND INFORMATION, REVIEW QUESTIONS, AND SUGGESTED ACTIVITIES. IT IS HOPED THIS MATERIAL WILL HELP STUDENTS MAKE INTELLIGENT CAREER PLANS AND DECISIONS. THIS PUBLICATION IS A REVISION OF ED 050 279 (VT 013 079, AIM FALL 1971). (JS)

VT 014 355
A LEARNER'S GUIDE TO INDEPENDENT STUDY.

BEAVERTON HIGH SCHOOL, MICH. DEPT. OF INDUSTRIAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 16P.

DESCRIPTORS - *CURRICULUM GUIDES; *INDUSTRIAL EDUCATION; *INDEPENDENT STUDY; *GUIDELINES; BEHAVIORAL OBJECTIVES; STUDENT PROJECTS; STUDENT RESEARCH; REPORTS; STUDY GUIDES
IDENTIFIERS - CONTRACT GRADING

ABSTRACT - DEVELOPED BY A HIGH SCHOOL INDUSTRIAL EDUCATION DEPARTMENT STAFF, THIS GUIDE IS DESIGNED AS AN INSTRUCTIONAL PACKAGE FOR A SEMESTER COURSE ENTITLED "INDEPENDENT STUDY IN INDUSTRIAL EDUCATION". THE GUIDE IS DESIGNED BASICALLY AS A FRAMEWORK, WITH THE TOPIC AND METHOD TO BE DESIGNED INDEPENDENTLY FOR EACH STUDENT. A BRIEF INTRODUCTION SECTION ANSWERS QUESTIONS ON: (1) WHAT IS THE BASIC PURPOSE OF INDEPENDENT STUDY? (2) WHAT ARE THE DIFFERENT KINDS OF INDEPENDENT STUDY? (3) WHO WILL PAY FOR THE MATERIALS I USE? (4) HOW WILL I BE GRADED? AND (5) WHAT WILL I HAVE TO DO TO GET STARTED? OTHER TOPICS COVERED INCLUDE: (1) DEFINITIONS OF PRODUCT AND PROBLEM RESEARCH, (2) WRITING THE PROBLEM OR PRODUCT DESCRIPTION, (3) PREPARING THE TIME LINE, (4) GETTING THE COUNSELOR'S APPROVAL, (5) DESIGNING, PLANNING, DRAWING, AND WORKING, (6) PROGRESS REPORTS, AND (7) WRITING THE FINAL REPORT. A SAMPLE STUDENT CONTRACT FORM, A COUNSELOR APPROVAL FORM, A SEMESTER TIME LINE, AND A PROGRESS REPORT FORM ARE APPENDED. (GEB)

VT 014 357 ED 057 236
STUNARD, E. ARTHUR, ED.
BOOKS.

AMERICAN INDUSTRIAL ARTS ASSOCIATION, WASHINGTON, D.C. AMERICAN COUNCIL FOR ELEMENTARY SCHOOL INDUSTRIAL ARTS
EDRS PRICE MF-$0.65 HC-$9.87.
AMERICAN INDUSTRIAL ARTS ASSOCIATION, 1201 SIXTEENTH STREET, N.W., WASHINGTON, D.C. 20036 (STOCK #641-21338 $2.00)
PUB DATE - MAR71 208P.

DESCRIPTORS - *INDUSTRIAL ARTS; *ELEMENTARY GRADES; *ANNOTATED BIBLIOGRAPHIES; *BOOKS; COMMUNICATIONS; TRANSPORTATION; INDUSTRY; GRAPHIC ARTS; SCIENCE ACTIVITIES; MANUFACTURING; CONSTRUCTION (PROCESS)

ABSTRACT - PREPARED BY THE AMERICAN COUNCIL FOR ELEMENTARY SCHOOL INDUSTRIAL ARTS, (ACESIA), THIS ANNOTATED BIBLIOGRAPHY OF BOOKS IS A RESULT OF THEIR COMMITMENT TO PUBLISH MATERIALS THAT MIGHT BE USEFUL TO THE PROFESSION. FOR USE IN ELEMENTARY SCHOOL INDUSTRIAL ARTS ACTIVITIES, THIS LIST WAS COMPILED OVER A PERIOD OF YEARS WITH THE HELP OF MANY COLLEAGUES. THE COUNCIL IS ATTEMPTING TO DEFINE, STIMULATE, AND STRIVE FOR THE IDEAL FORM OF INDUSTRIAL ARTS EDUCATION IN THE ELEMENTARY GRADES. THE CONTENTS OF THIS PUBLICATION ARE DIVIDED INTO 54 AREAS. SAMPLES ARE: (1) AUTOMATION, (2) COMMUNICATION, (3) ELECTRICITY, (4) GLASS, (5) INDUSTRY, (6) MAGNETS, (7) PLASTICS, (8) SOUND, (9) TIME AND CLOCKS, (10) WHEELS, AND (11) TRANSPORTATION. EACH ITEM IS RECOMMENDED FOR USE AT PRIMARY, INTERMEDIATE, UPPER GRADES, AND TEACHER REFERENCE LEVEL. DETAILS REGARDING MEMBERSHIP IN ACESIA ARE GIVEN. (GEB)

VT 014 361
MASTER CATALOG OF AHA MATERIALS, 1971-1972: PART 1, ALPHABETICAL ANNOTATED LIST OF TITLES, PART 2, ALPHABETICAL LIST OF SUBJECT AREAS.

AMERICAN HEART ASSOCIATION, NEW YORK, N.Y.
MF AVAILABLE IN VT-ERIC SET.
EM1-9-71-2500
PUB DATE - ND 107P.

DESCRIPTORS - RESOURCE MATERIALS; *ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *CARDIOVASCULAR SYSTEM; GUIDANCE COUNSELING; PROFESSIONAL ASSOCIATIONS; PROFESSIONAL EDUCATION; *PUBLIC HEALTH; *HEALTH EDUCATION; FILMS; FILMSTRIPS; FINANCIAL SUPPORT
IDENTIFIERS - AMERICA HEART ASSOCIATION

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY PRESENTS OVER 500 CITATIONS INCLUDING PUBLICATIONS PRODUCED AND/OR DISTRIBUTED BY THE AMERICAN HEART ASSOCIATION AND SELECTED MATERIALS FROM OTHER SOURCES. THE LISTINGS, WHICH INCLUDE BOOKLETS AND FILMS, USEFUL FOR YEAR-ROUND FUND RAISING ACTIVITIES, ARE ARRANGED ALPHABETICALLY BY TITLE AS WELL AS BY SUBJECT. AMONG THE SUBJECT AREAS ARE TOPICS SUCH AS: (1) ADMINISTRATION AND ORGANIZATION, (2) AMBULANCE PERSONNEL, (3) BLOOD, (4) CARDIOVASCULAR DISEASES--GENERAL, (5) DIET, (6) EXERCISE, (7) FILMS, (8) GUIDANCE MATERIALS, (9) HIGH BLOOD PRESSURE, (10) PROMOTION LEAFLETS, (11) RADIO MATERIALS, (12) RESEARCH PUBLICATIONS, (13) SMOKING AND CARDIOVASCULAR DISEASES, AND (14) TEACHING AIDS. THE BIBLIOGRAPHY SHOULD BE A USEFUL RESOURCE FOR PUBLIC OR PROFESSIONAL EDUCATION PROGRAMS, AS WELL AS FOR GUIDANCE MATERIALS FOR HEART ASSOCIATIONS. INSTRUCTIONS ARE PROVIDED FOR USING THE CATALOGUE AND ORDERING NEEDED MATERIALS. (JS)

VT 014 362
EVANS, BENNIE N., COMP.
ALMOST THREE DOZEN BULLETIN BOARD IDEAS FOR BUSINESS EDUCATION.

MISSISSIPPI RESEARCH COORDINATING UNIT FOR VOCATIONAL-TECHNICAL EDUCATION, STATE COLLEGE.
MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 39P.

DESCRIPTORS - *BUSINESS EDUCATION; *RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; *BULLETIN BOARDS; *MANUALS; *OFFICE OCCUPATIONS EDUCATION; TYPEWRITING; STENOGRAPHY; DATA PROCESSING; BOOKKEEPING; TEACHER EDUCATION

ABSTRACT - DEVELOPED BY PROSPECTIVE BUSINESS EDUCATION TEACHERS, THIS DOCUMENT PRESENTS BULLETIN BOARD IDEAS FOR USE IN: (1) TYPEWRITING, (2) SHORTHAND, (3) BOOKKEEPING, (4) FILING, (5) DATA PROCESSING, (6) STUDENT TEACHING, AND (7) RELATED COURSES. EACH BULLETIN BOARD IDEA IS PRESENTED GRAPHICALLY AND INCLUDES A STATEMENT OF PURPOSE AND ALIST OF MATERIALS NEEDED FOR CONSTRUCTION. (JS)

VT 014 365
VISUAL AIDS FOR USE IN VOCATIONAL HORTICULTURE CLASSES. A SUGGESTED LIST.

AMERICAN ASSOCIATION OF NURSERYMEN, INC., WASHINGTON, D.C.
NATIONAL LANDSCAPE NURSERYMEN'S ASSOCIATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 4P.

DESCRIPTORS - AGRICULTURAL EDUCATION; *BIBLIOGRAPHIES; *HORTICULTURE; NURSERIES (HORTICULTURE); *AUDIOVISUAL AIDS; *RESOURCE MATERIALS; *VOCATIONAL AGRICULTURE

ABSTRACT - PREPARED BY NURSERYMEN'S ASSOCIATIONS, THIS LIST OF VISUAL AIDS IS DESIGNED FOR TEACHER USE IN VOCATIONAL HORTICULTURE CLASSES. THE LIST INCLUDES SEVENTEEN 16 MM. MOVIES, FIVE FILM STRIPS AND 11 SLIDE SETS WITH SOURCES OF THESE AIDS GIVEN. SOME OF THE TITLES INCLUDED ARE: (1) "THE NATIONAL ARBORETUM", (2) "AMONG YOUR SOUVENIRS", (3) "LIVING WITH ROSES", (4) "COLOR IT GREEN WITH TREES", (5) "SAFE USE OF PESTICIDES", AND (6) "WEED IDENTIFICATION". (GEB)

VT 014 366 ED 057 240
HOMEMAKING HANDBOOK FOR VILLAGE WORKERS IN MANY COUNTRIES.

DEPARTMENT OF AGRICULTURE, WASHINGTON, D.C. EXTENSION SERVICE.
AGENCY FOR INTERNATIONAL DEVELOPMENT (DEPT. OF STATE), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$9.87.
PA-953
PUB DATE - MAR71 232P.

DESCRIPTORS - *HOME ECONOMICS; *EXTENSION AGENTS; *EXTENSION EDUCATION; *DEVELOPING NATIONS; PROGRAM PLANNING; PROGRAM DEVELOPMENT; TEACHING METHODS; INSTRUCTIONAL AIDS; FINANCIAL SUPPORT; *STUDY GUIDES; FOREIGN COUNTRIES; HOMEMAKING SKILLS; MANUALS
IDENTIFIERS - VILLAGE WORKERS

ABSTRACT - INTENDED FOR USE BY PERSONNEL IN HOME ECONOMICS EXTENSION, COMMUNITY DEVELOPMENT, CLASSROOM TEACHING, HEALTH EDUCATION, AND OTHER PROGRAMS INVOLVING HOME AND FAMILY LIFE, THIS HANDBOOK CAN SERVE AS A GUIDE FOR THE VILLAGE LEVEL WORKER OR AS A TEACHING AID AND TEXT TO TEACHERS OF VILLAGE LEVEL WORKERS. THE FIRST SECTION DESCRIBES HOW THE VILLAGE WORKER BEGINS, NEED FOR SUPPORT AT THE NATIONAL, PROVINCIAL, AND VILLAGE LEVELS, AND WORKING WITH OTHER AGENCIES AND ORGANIZATIONS. THE SECOND SECTION DESCRIBES WHAT THE VILLAGE WORKER WILL TEACH, WHICH INCLUDES: (1) FOOD AND NUTRITION, (2) GROWING, STORING, AND PRESERVING FOOD, (3) CARING FOR CHILDREN, (4) HEALTH, (5) HOUSING AND HOME IMPROVEMENT, (6) HOUSEKEEPING AND HOME MANAGEMENT, AND (7) CLOTHING. THE FINAL SECTION DISCUSSES HOW THE VILLAGE WORKER WILL TEACH AND PROVIDES STEPS IN PLANNING AND DEVELOPING A PROGRAM, IDENTIFYING AND UTILIZING LOCAL LEADERS, TEACHING METHODS FOR INDIVIDUALS AND GROUPS, AND TEACHING AIDS. THE HANDBOOK CONTAINS A BIBLIOGRAPHY OF SUPPLEMENTARY MATERIALS AND IS PROFUSELY ILLUSTRATED WITH PHOTOGRAPHS AND ILLUSTRATIONS. (SB)

VT 014 367
SMITH, ROGER R.
SOURCE UNIT IN CAREERS IN AGRICULTURAL OCCUPATIONS.

COLORADO STATE UNIV., FT. COLLINS. DEPT. OF VOCATIONAL EDUCATION.
COLORADO STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION, DENVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 33P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *AGRICULTURAL EDUCATION; SECONDARY EDUCATION; *TEACHING GUIDES; RESOURCE MATERIALS;

INSTRUCTIONAL MATERIALS; *OCCUPATIONAL INFORMATION; VOCATIONAL COUNSELING; *CAREER EDUCATION; CAREER PLANNING; JOB APPLICATION

ABSTRACT - PREPARED TO ASSIST VOCATIONAL AGRICULTURE TEACHERS IN DEVELOPING HIGH SCHOOL CAREER EDUCATION PROGRAMS, THIS RESOURCE GUIDE SUGGESTS OBJECTIVES AND TEACHING TECHNIQUES AND PROVIDES JOB ANALYSIS INFORMATION. ARRANGED IN OUTLINE FORMAT, THE GUIDE PROVIDES INFORMATION ON: (1) BECOMING FAMILIAR WITH THE SCOPE AND EMPLOYMENT OPPORTUNITIES IN AGRICULTURAL OCCUPATIONS, (2) BECOMING FAMILIAR WITH THE EDUCATIONAL AND EXPERIENCE REQUIREMENTS OF THE VARIOUS AGRICULTURAL OCCUPATIONS, (3) OBTAINING OCCUPATIONAL INFORMATION, (4) EVALUATING AGRICULTURAL OCCUPATIONS IN LIGHT OF MY PERSONAL INVENTORY, (5) SELECTING A CAREER, (6) PLANNING FOR A CAREER IN AN AGRICULTURAL OCCUPATION, AND (7) APPLYING FOR A JOB. THE MATERIAL INCLUDED IN THIS DOCUMENT MAY BE TAUGHT AS ONE TEACHING BLOCK OR TAUGHT TO STUDENTS AT VARIOUS GRADE LEVELS. (JS)

VT 014 368
TALKINGTON, DALLAS C.
SOURCE UNIT IN HORSE PRODUCTION.

COLORADO STATE UNIV., FT. COLLINS. DEPT. OF VOCATIONAL EDUCATION.
COLORADO STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION, DENVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 26P.

DESCRIPTORS - *RESOURCE GUIDES; *VOCATIONAL AGRICULTURE; *RESOURCE MATERIALS; LESSON PLANS; *HORSES; INSTRUCTIONAL MATERIALS; TEACHING TECHNIQUES; *AGRICULTURAL EDUCATION; LIVESTOCK; ANIMAL SCIENCE; AGRICULTURAL PRODUCTION; EDUCATIONAL OBJECTIVES; CURRICULUM DEVELOPMENT

ABSTRACT - DEVELOPED AS A RESOURCE GUIDE, THIS DOCUMENT WAS PREPARED TO HELP VOCATIONAL AGRICULTURE TEACHERS TO ANALYZE THE AREA OF HORSE PRODUCTION AND TO ORGANIZE LESSON PLANS. ARRANGED IN OUTLINE FORMAT, THE GUIDE IDENTIFIES 11 INSTRUCTIONAL AREAS INCLUDING: (1) DETERMINING THE IMPORTANCE AND OPPORTUNITIES IN HORSE PRODUCTION, (2) SELECTION OF BREEDING STOCK, (3) FEEDING HORSES, (4) CARING FOR THE MARE AND FOAL, (5) SELECTING BUILDINGS AND EQUIPMENT, AND (6) GROWING AND SHOWING. ALSO INCLUDED ARE LEARNING OBJECTIVES, TEACHING TECHNIQUES, REFERENCES, AND A FACTUAL ANALYSIS OF EACH UNIT. (JS)

VT 014 369
ULERY, BYRON
SOURCE UNIT IN SHEEP PRODUCTION.

COLORADO STATE UNIV., FT. COLLINS. DEPT. OF VOCATIONAL EDUCATION.
COLORADO STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION, DENVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 75P.

DESCRIPTORS - *RESOURCE GUIDES; *VOCATIONAL AGRICULTURE; RESOURCE MATERIALS; LESSON PLANS; TEACHING TECHNIQUES; *AGRICULTURAL EDUCATION; *LIVESTOCK; *ANIMAL SCIENCE; AGRICULTURAL PRODUCTION; EDUCATIONAL OBJECTIVES; CURRICULUM DEVELOPMENT
IDENTIFIERS - SHEEP PRODUCTION

ABSTRACT - DEVELOPED AS A RESOURCE GUIDE, THIS DOCUMENT WAS PREPARED TO HELP VOCATIONAL AGRICULTURE TEACHERS ANALYZE THE AREA OF SHEEP PRODUCTION AND ORGANIZE LESSON PLANS. ARRANGED IN OUTLINE FORMAT, THE GUIDE IDENTIFIES 24 INSTRUCTIONAL AREAS INCLUDING: (1) SELECTING BREEDING SHEEP, (2) SELECTING FEEDER LAMBS AND SHEEP, (3) PROVIDING HOUSING AND EQUIPMENT FOR SHEEP, (4) CROP FEEDING LAMBS, (5) SHEARING SHEEP, (6) MARKETING WOOL, (7) CULLING THE BREEDING FLOCK, AND (8) FITTING AND SHOWING SHEEP. INCLUDED IN EACH OF THE 24 JOB OUTLINES ARE LEARNING OBJECTIVES, TEACHING TECHNIQUES, REFERENCES, AND A FACTUAL ANALYSIS OF EACH UNIT. (JS)

VT 014 370
NELSON, ALLEN H.
SOURCE UNIT IN SOILS.

COLORADO STATE UNIV., FT. COLLINS. DEPT. OF VOCATIONAL EDUCATION.
COLORADO STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION, DENVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 51P.

DESCRIPTORS - *RESOURCE GUIDES; RESOURCE MATERIALS; TEACHING TECHNIQUES; *LESSON PLANS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL EDUCATION; EDUCATIONAL OBJECTIVES; SOIL CONSERVATION; *SOIL SCIENCE; CURRICULUM DEVELOPMENT

ABSTRACT - DEVELOPED AS A RESOURCE GUIDE, THIS DOCUMENT WAS PREPARED TO HELP VOCATIONAL AGRICULTURE TEACHERS TO ANALYZE THE AREA OF SOILS AND TO ORGANIZE LESSON UNITS. ARRANGED IN OUTLINE FORMAT, THE GUIDE IDENTIFIES 17 INSTRUCTIONAL AREAS INCLUDING: (1) BECOMING FAMILIAR WITH SOILS, (2) RECOGNIZING SOIL COLOR AND ITS CAUSES, (3) REVIEWING THE HISTORY OF SOIL CONSERVATION, (4) UNDERSTANDING THE FORMS OF EROSION AND HOW THEY OCCUR, (5) MAKING A FARM CONSERVATION PLAN, AND (6) BECOMING FAMILIAR WITH METHODS OF IRRIGATION. ALSO INCLUDED ARE LEARNING OBJECTIVES, TEACHING TECHNIQUES, REFERENCES, AND A FACTUAL ANALYSIS OF EACH UNIT. (JS)

VT 014 371
ARBAUGH, FRANKLIN D.
INDUSTRIAL ARTS, K-12+.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION, DOVER. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 15NOV70 105P.

DESCRIPTORS - *INDUSTRIAL ARTS; *CURRICULUM GUIDES; ELEMENTARY GRADES; SECONDARY GRADES; ADULT EDUCATION; *PROGRAM PLANNING; *EDUCATIONAL OBJECTIVES; RESOURCE MATERIALS; EDUCATIONAL FACILITIES; SCHOOL SAFETY; *STATE CURRICULUM GUIDES; PROGRAM GUIDES
IDENTIFIERS - *DELAWARE

ABSTRACT - DEVELOPED WITH THE HELP OF A CURRICULUM COMMITTEE AND MEMBERS OF A SUMMER INSTITUTE PROGRAM, THIS HANDBOOK IS DESIGNED TO ASSIST TEACHERS AND SCHOOL ADMINISTRATORS IN PLANNING AND CONDUCTING EFFECTIVE INDUSTRIAL ARTS PROGRAMS. SPECIFIC OBJECTIVES OF THE PROGRAM ARE TO (1) DEVELOP AN INTEREST, AND AN UNDERSTANDING OF, ALL ASPECTS OF INDUSTRY AND THE TRADES OR CRAFTS, (2) EXPLORE INDUSTRY, (3) DEVELOP SKILLS IN THE USE OF TOOLS, MACHINES, MATERIALS, AND PROCESSES, AND (4) MAKE A CONTRIBUTION AS PREPARATION FOR MORE SELF-SUFFICIENT HOME LIVING. THE CURRICULUM IS EXPLAINED IN TERMS OF THE VARIOUS AREAS COVERED AND THE PROGRAMS ARE BRIEFLY DESCRIBED FOR ELEMENTARY, INTERMEDIATE, AND SECONDARY GRADES AND FOR ADULT EDUCATION. THE K-12 SEQUENCE, CHILD LABOR REQUIREMENTS, A SUMMARY OF THE INTERMEDIATE EXPLORATORY AND HIGH SCHOOL PROGRAMS, A LIST OF FACTORS THAT AFFECT THE PROGRAM, GUIDELINES FOR FACILITIES PLANNING, A LIST OF EYE PROTECTION PUBLICATIONS, AND A LIST OF PROFESSIONAL RESPONSIBILITIES ARE APPENDED. (GEB)

VT 014 373
PERFORMANCE OBJECTIVE HANDBOOK, 1970-71.

ROBERT F. KENNEDY YOUTH CENTER, MORGANTOWN, W. VA. BUREAU OF PRISONS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 315P.

DESCRIPTORS - TEACHING GUIDE; *VOCATIONAL EDUCATION; *BEHAVIORAL OBJECTIVES; EDUCATIONAL INNOVATION; GRAPHIC ARTS; ELECTRONICS; AEROSPACE TECHNOLOGY; CONSUMER EDUCATION; CHANGING ATTITUDES; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; PERFORMANCE TESTS
IDENTIFIERS - *PERFORMANCE OBJECTIVES

ABSTRACT - THIS HANDBOOK, DEVELOPED BY THE EDUCATION STAFF UNDER THE DIRECTION OF SUPERVISORS OF EDUCATIONAL SERVICES AT THE CENTER, WAS DESIGNED TO PROMOTE AN AWARENESS OF THE NEED FOR INNOVATION IN A CORRECTIONAL INSTITUTION. BECAUSE MOST OF THE POPULATION IN SUCH INSTITUTIONS ARE SCHOOL DROPOUTS, THEY NEED A NEW APPROACH TO EDUCATION. BEHAVIORALLY STATED OBJECTIVES ARE GIVEN FOR 35 UNITS CATEGORIZED UNDER SEVEN HEADING: (1) PRE-INDUSTRIAL ORIENTATION, (2) AEROSPACE CLUSTER, (3) GRAPHICS CLUSTER, (4) ELECTRONICS CLUSTER, (5) RELATED INFORMATION, (6) SUPPORTIVE INFORMATION, AND (7) SOCIAL EDUCATION. OBJECTIVES ARE STATED FOR SEVERAL ITEMS WITHIN EACH UNIT AND MILESTONES DESIGNATE THE BEGINNING OF EACH NEW ITEM. (GEB)

VT 014 375
WILDER, DELORES; HINES, RELLA
INDEX TO "QUERY" COMPUTER SEARCHES 0001-0142.

TENNESSEE OCCUPATIONAL RESEARCH AND DEVELOPMENT COORDINATING UNIT, KNOXVILLE. TENNESSEE UNIV., KNOXVILLE. COLL. OF EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 32P.

DESCRIPTORS - *CITATION INDEXES; RESEARCH COORDINATING UNITS; SEARCH STRATEGIES; *INFORMATION SERVICES; *INFORMATION SOURCES; *COMPUTER PROGRAMS; COMPUTER STORAGE DEVICES; RESOURCE MATERIALS; *INFORMATION RETRIEVAL
IDENTIFIERS - *EDUCATIONAL RESOURCES INFORMATION CENTER; ERIC; TENNESSEE

ABSTRACT - PREPARED BY THE RESEARCH COORDINATING UNIT (RCU) FOR THE STATE OF TENNESSEE, THIS PUBLICATION IS DESIGNED TO PROVIDE ACCESS TO COMPUTER SEARCHES OF THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) FILES WHICH WERE COMPLETED BY THE RCU BETWEEN OCTOBER 1970 AND JULY 1971. THE FIRST PART CONTAINS INFORMATION FOR BOTH THE USE OF THE INDEX AND THE USE OF SEARCH PRINTOUTS, THE SECOND IS SIMPLY AN ALPHABETICAL SUBJECT INDEX WHICH ENABLES THE USER TO LOCATE INFORMATION CONTAINED IN THE ERIC FILES, AND THE THIRD IS A LISTING OF ALL SEARCHES BY NUMBER. ALSO INCLUDED IN THE THIRD PART ARE DESCRIPTORS USED, THE GROUP OF FILES WHICH THE SEARCH COVERS, AND THE NUMBER OF DOCUMENTS IDENTIFIED. A SAMPLE RESUME AND A COMPUTER SEARCH REQUEST FORM ARE APPENDED. (AUTHOR/GEB)

VT 014 380
BOLLESEN, ROBERT; SOMMERS, RONALD
PLOWS AND PLOWING; STUDENT WORKBOOK FOR VOCATIONAL AGRICULTURE.

MINNESOTA UNIV., ST. PAUL.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 24P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *AGRICULTURAL EDUCATION; *STUDY GUIDES; *FARM OCCUPATIONS; SECONDARY EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; EDUCATIONAL OBJECTIVES; TEACHING TECHNIQUES; *AGRICULTURAL MACHINERY
IDENTIFIERS - PLOWING

ABSTRACT - DEVELOPED BY AGRICULTURE EDUCATORS, THIS STUDENT WORKBOOK WAS DESIGNED FOR HIGH SCHOOL VOCATIONAL AGRICULTURE CLASSES. INCLUDING FIVE LESSONS ON THE PRINCIPLES OF PLOW OPERATION, THE STUDY GUIDE IS DESIGNED TO BE ADAPTED TO THE LOCAL CLASS SITUATION. IT IS ALSO RECOMMENDED THAT A PLOW BE AVAILABLE IN THE SHOP FOR STUDY AND FOR SERVICE, MAINTENANCE, AND ADJUSTMENT. ARRANGED IN A QUESTION/ANSWER FORMAT, THE FIVE LESSONS IN THE STUDY GUIDE PROVIDE SPACES FOR STUDENT RESPONSES AND COVER TOPICS SUCH AS: (1) PLOWS AND PLOWING, (2) DESIGN OF THE PLOW, (3) MAINTENANCE OF THE MOLDBOARD PLOW, (4) HITCHING THE PLOW, AND (5) ADJUSTING AND HITCHING WORKSHEET. THE INSTRUCTOR'S RESOURCE UNIT IS AVAILABLE IN THIS ISSUE AS VT 014 381. (JS)

VT 014 381
BOLLESEN, ROBERT; SOMMERS, RONALD
PLOWS AND PLOWING FOR VOCATIONAL AGRICULTURE. RESOURCE UNIT.

MINNESOTA UNIV., ST. PAUL.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 23P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *AGRICULTURAL EDUCATION; *TEACHING GUIDES; *FARM OCCUPATIONS; SECONDARY EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; TEACHING TECHNIQUES; EDUCATIONAL OBJECTIVES; *AGRICULTURAL MACHINERY; AGRICULTURAL MACHINERY OCCUPATIONS
IDENTIFIERS - PLOWS; PLOWING

ABSTRACT - DEVELOPED BY AGRICULTURE EDUCATORS, THIS TEACHING GUIDE ON PLOWS AND PLOWING WAS DESIGNED FOR HIGH SCHOOL VOCATIONAL AGRICULTURE CLASSES. ARRANGED IN OUTLINE FORMAT, THE GUIDE INCLUDES THE FOLLOWING SECTIONS: (1) INTRODUCTION, (2) SUGGESTIONS TO THE INSTRUCTOR, (3) UNIT OBJECTIVES, (4) REFERENCES AND VISUAL AIDS, (5) DEMONSTRATIONS, AND (6) ANSWERS TO LESSONS. A STUDENT WORKBOOK AND A MANUAL ARE ESSENTIAL FOR EACH STUDENT DURING THE CLASSROOM PHASE OF THE PROGRAM. ALSO SHOP ACTIVITIES SHOULD BE CENTERED AROUND THE COMPONENT PARTS OF THE PLOW AS WELL AS ADJUSTMENT AND MAINTENANCE. THE STUDENT STUDY GUIDE FOR WHICH ANSWERS ARE PROVIDED IS AVAILABLE IN THIS ISSUE AS VT 014 380. (AUTHOR/JS)

VT 014 383 ED 058 408
DEMONSTRATION PROGRAMS OF VOCATIONAL EDUCATION IN SOUTH CAROLINA REGION V, INTERIM REPORT AND ATTACHMENTS A-E.

SOUTH CAROLINA REGION 5 EDUCATIONAL SERVICES CENTER, LANCASTER.
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$9.87.
OEC-0-70-5190(361)
PUB DATE - JUN71 566P.

DESCRIPTORS - *CAREER EDUCATION; *PROGRAM DEVELOPMENT; VOCATIONAL COUNSELING; COOPERATIVE EDUCATION; EDUCATIONAL INNOVATION; *CURRICULUM DEVELOPMENT; ELEMENTARY EDUCATION; SECONDARY EDUCATION; CAREER PLANNING; INTERDISCIPLINARY APPROACH; *DEMONSTRATION PROJECTS; UNDERACHIEVERS; TEACHING GUIDES; PROGRAM DESCRIPTIONS; JOB PLACEMENT; *VOCATIONAL FOLLOWUP; OCCUPATIONAL GUIDANCE
IDENTIFIERS - SOUTH CAROLINA

ABSTRACT - DEVELOPED AS A MULTI-COUNTY EFFORT, THIS PROJECT SOUGHT TO DESIGN MODEL CAREER EDUCATION PROGRAMS INVOLVING: (1) ELEMENTARY ORIENTATION; (2) WORK EXPERIENCE, (3) INTENSIVE TEACHING, (4) CURRICULUM DEVELOPMENT FOR UNDERACHIEVERS, AND (5) PLACEMENT AND FOLLOWUP. IN ADDITION TO IMPROVING AND EVALUATING VOCATIONAL EDUCATION AT THE 11TH AND 12TH GRADE LEVELS, THE ON-GOING PROJECT IS DEVELOPING AN ELEMENTARY VOCATIONAL ORIENTATION PROGRAM WITH THE PURPOSE OF TEACHING "JOB FAMILY" OCCUPATIONAL OPPORTUNITIES. WHILE THE PROJECT IS ONLY IN ITS FIRST YEAR OF OPERATION, SIGNIFICANT PROGRESS HAS BEEN MADE TO WARRANT THE RECOMMENDATION THAT ALL COMPONENTS BE EXPANDED AND THAT FUNDING BE CONTINUED FOR THE NEXT 2 YEARS. THE SIX DOCUMENTS COMPRISING THIS INTERIM REPORT PROVIDE AN OVERVIEW AND EVALUATION OF THE PROJECT, THE VOCATIONAL INTERDISCIPLINARY PROGRAM (VIP) FOR EACH OF THE FOUR PARTICIPATING SCHOOLS, AND A TEACHING GUIDE TO THE ELEMENTARY CAREER EDUCATION PROGRAM. THE FOUR VIP TEACHING GUIDES OUTLINE INSTRUCTIONAL UNITS AND INCLUDE TEACHING TECHNIQUES FOR THE LABORATORY EXPERIENCE, SCIENCE, MATHEMATICS, AND COMMUNICATIONS. IT IS HOPED THIS PROJECT WILL CONTRIBUTE TO THE DEVELOPMENT OF A CAREER EDUCATION PROGRAM FOR K-12. (JS)

VT 014 385 ED 057 242
BUCKEY, SYLVIA, AND OTHERS
NURSERY PRODUCTION, A STUDENT HANDBOOK.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK. DEPT. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF ADULT AND VOCATIONAL EDUCATION
EDRS PRICE MF-$0.65 HC-$9.87.
THE PENNSYLVANIA STATE UNIVERSITY, COLLEGE OF AGRICULTURE, AGRICULTURAL EXPERIMENT STATION, DEPT. OF AGRICULTURAL EDUCATION, UNIVERSITY PARK, PA 16802 ($2.50)
PUB DATE - 71 221P.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *NURSERIES (HORTICULTURE); INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS; *TEXTBOOKS; STUDY GUIDES; BEHAVIORAL OBJECTIVES; *ORNAMENTAL HORTICULTURE OCCUPATION

ABSTRACT - DEVELOPED BY A GROUP OF UNIVERSITY FACULTY MEMBERS AND GRADUATE STUDENTS, THIS TEXTBOOK IS DESIGNED FOR HIGH SCHOOL, TECHNICAL SCHOOL, AND ASSOCIATE DEGREE AGRICULTURAL PROGRAMS IN THE NORTHEAST SECTION OF THE UNITED STATES WHO STUDY THE NURSERY INDUSTRY. CHAPTER TOPICS, WHICH INCLUDE 84 SUBTOPICS, ARE: (1) KINDS OF NURSERIES, (2) OCCUPATION IN NURSERY PRODUCTION, (3) THE PHYSICAL PLANT, (4) HOW PLANTS GROW, (5) GROWING NURSERY STOCK IN THE FIELD, (6) GROWING NURSERY STOCK IN CONTAINERS, (7) MARKETING, AND (8) HOW MANAGERS THINK. EACH CHAPTER CONTAINS STATED LEARNING OBJECTIVES, KEY QUESTIONS, KEY WORDS AND RELATED INFORMATION. THE MATERIAL IS ILLUSTRATED WITH PICTURES AND DRAWINGS. A LIST OF REFERENCES IS GIVEN, AND A LIST OF RECOMMENDED TREES, SHRUBS, AND FLOWERS FOR SCHOOL ARBORETUMS, INFORMATION CONCERNING THE TRACTORS AND FARM MACHINERY, AND A CALENDAR OF NURSERY OPERATIONS ARE APPENDED. A RELATED DOCUMENT, THE TEACHER'S MANUAL, IS AVAILABLE IN THIS ISSUE AS VT 014 386. (GEB)

VT 014 386 ED 057 243
BUCKEY, SYLVIA, AND OTHERS
NURSERY PRODUCTION, A TEACHER'S MANUAL.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK. DEPT. OF AGRICULTURAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF ADULT AND VOCATIONAL RESEARCH
EDRS PRICE MF-$0.65 HC-$9.87.
THE PENNSYLVANIA STATE UNIVERSITY, COLLEGE OF AGRICULTURE, AGRICULTURAL EXPERIMENT STATION, DEPT. OF AGRICULTURAL EDUCATION, UNIVERSITY PARK, PA 16802 ($3.00)
PUB DATE - 71 254P.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *NURSERIES (HORTICULTURE); *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; CURRICULUM GUIDES; MANUALS; REFERENCE MATERIALS; TESTS; BEHAVIORAL OBJECTIVES; *ORNAMENTAL HORTICULTURE OCCUPATION

ABSTRACT - DEVELOPED BY A GROUP OF UNIVERSITY FACULTY MEMBERS AND GRADUATE ASSISTANTS, THIS PLANNING GUIDE IS DESIGNED FOR TEACHERS' USE IN HIGH SCHOOL, TECHNICAL SCHOOL, AND ASSOCIATE DEGREE AGRICULTURE PROGRAMS IN TEACHING NURSERY PRODUCTION WITH THE FOCUS ON ENTRY AND ADVANCED LEVEL OCCUPATIONS. THIS MANUAL CONSISTS OF THE TEXT OF THE STUDENT HANDBOOK PLUS SUGGESTIONS FOR THE TEACHER. CHAPTER TOPICS, WHICH INCLUDE 84 SUBTOPICS, ARE: (1) KINDS OF NURSERIES, (2) OCCUPATION IN NURSERY PRODUCTION, (3) THE PHYSICAL PLANT, (4) HOW PLANTS GROW, (5) PROPAGATION OF NURSERY STOCK, (6) GROWING NURSERY STOCK IN THE FIELD, (7) GROWING NURSERY STOCK IN CONTAINERS, (8) MARKETING, AND (9) HOW MANAGERS THINK. EACH CHAPTER CONTAINS STATED LEARNING OBJECTIVES, KEY QUESTIONS, KEY WORDS, RELATED INFORMATION, SUGGESTED ACTIVITIES AND RESOURCES, AND A TEST. THE MATERIAL IS ILLUSTRATED WITH PICTURES AND DRAWINGS. A LIST OF REFERENCES IS GIVEN, AND A LIST OF RECOMMENDED TREES, SHRUBS, AND FLOWERS FOR SCHOOL ARBORETUMS, INFORMATION CONCERNING THE OPERATION OF TRACTORS AND FARM MACHINERY, AND A CALENDAR OF NURSERY OPERATIONS ARE APPENDED. A RELATED DOCUMENT, THE STUDENT HANDBOOK, IS AVAILABLE IN THIS ISSUE AS VT 014 385. (GEB)

VT 014 390
JARRELL, DAISY R., COMP.
START GETTING THAT JOB NOW; A VOCATIONAL GUIDANCE HANDBOOK, APPENDIX Z TO ANNUAL INTERIM REPORT.

MEMPHIS CITY SCHOOL SYSTEM, TENN.
MEMPHIS COMMUNITY LEARNING LAB., TENN.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 31P.

DESCRIPTORS - *VOCATIONAL COUNSELING; *OCCUPATIONAL INFORMATION; *MANUALS; RESOURCE MATERIALS; *OCCUPATIONAL GUIDANCE; EMPLOYMENT INTERVIEWS; EMPLOYMENT QUALIFICATIONS; *JOB APPLICATION

ABSTRACT - BASED ON INFORMATION TAKEN FROM THE "YOU AND YOUR JOB SERIES", THIS GUIDANCE HANDBOOK WAS PREPARED TO ASSIST STUDENTS IN UNDERSTANDING THE EMPLOYMENT PROCESS AND THE ROLE OF AN EMPLOYEE. THE HANDBOOK IS WRITTEN IN CLEAR, CONCISE LANGUAGE AND COVERS TOPICS SUCH AS: (1) SOME INFORMATION ON JOB FIELDS AND THEIR FUTURE, (2) LEARNING JOB SKILLS, (3) HOW YOU SHOULD LOOK, (4) GETTING THERE, (5) WORDS AND PHRASES TO KNOW, (6) SAMPLE APPLICATION BLANK, (7) THE INTERVIEW, (8) GETTING ALONG WITH THE BOSS, (9) UNIONS AND YOU, AND (10) YOU AND YOURSELF. DEVELOPED AS APPENDIX Z TO AN ANNUAL INTERIM REPORT, THE HANDBOOK ALSO INCLUDES A SAMPLE APPLICATION BLANK. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 391 AND VT 014 392 (ALSO IN THIS ISSUE), AND VT 014 388 AND VT 014 389 (IN ARM VOL. 5, NO. 3). (JS)

VT 014 391
WILLIAMS, GRACE
A CURRICULUM GUIDE FOR OCCUPATIONAL ORIENTATION AND EXPLORATION IN JUNIOR HIGH SCHOOL HOME ECONOMICS AND INDUSTRIAL ARTS. APPENDIX X TO ANNUAL INTERIM REPORT.

MEMPHIS CITY SCHOOL SYSTEM, TENN. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEC-0-70-5181
PUB DATE - 71 117P.

DESCRIPTORS - *CAREER EDUCATION; JUNIOR HIGH SCHOOLS; *CAREER PLANNING; VOCATIONAL COUNSELING; *CURRICULUM GUIDES; RESOURCE MATERIALS; *INDUSTRIAL ARTS; *HOME ECONOMICS EDUCATION; OCCUPATIONAL GUIDANCE; TEACHING TECHNIQUES; EDUCATIONAL OBJECTIVES; OCCUPATIONAL CLUSTERS
IDENTIFIERS - *OCCUPATIONAL EXPLORATION

ABSTRACT - DEVELOPED FOR JUNIOR HIGH SCHOOL STUDENTS ENROLLED IN INDUSTRIAL ARTS AND HOME ECONOMICS CLASSES, THIS CURRICULUM GUIDE IS DESIGNED TO PROVIDE OCCUPATIONAL GUIDANCE IN TERMS OF EMPLOYMENT OPPORTUNITIES AND IN TERMS OF HELPING STUDENTS SELECT A COURSE OF STUDY. ARRANGED IN TABULAR FORMAT, THE COLOR-CODED GUIDE SUGGESTS CONCEPTS TO BE TAUGHT, LEARNING ACTIVITIES AND EXPERIENCES, AND RESOURCE MATERIALS. MAJOR SECTIONS OF THE GUIDE ARE: (1) GENERAL OBJECTIVES, (2) ORIENTATION TO THE WORLD OF WORK, (3) UNDERSTANDING SELF AND OTHERS, (4) CLUSTERS OF OCCUPATIONS IN HOME ECONOMICS, (5) OCCUPATIONS IN MECHANICS AND REPAIRING, (6) OCCUPATIONS IN BUILDING TRADES, AND (7) OCCUPATIONS IN PRINTING (GRAPHIC ARTS). ADDITIONAL INFORMATION IS PROVIDED IN THE APPENDIX WHICH INCLUDES CASE STUDIES, A PERSONALITY INVENTORY, BULLETIN BOARD IDEAS AND SOURCES OF TEACHING AIDS. IT IS SUGGESTED THAT THIS UNIT CAN BE TAUGHT EITHER IN A 3-WEEK BLOCK OR BY INTEGRATING THE CONCEPTS WITH OTHER ACTIVITIES. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 392 AND VT 014 390 (ALSO IN THIS ISSUE) AND VT 014 388 AND VT 014 389 (IN ARM VOL. 5 NO. 3). (JS)

VT 014 392
THE GENERAL CO-OP CURRICULUM FOR JUNIOR AND SENIOR HIGH SCHOOLS. COURSE OF STUDY OF GENERAL COOPERATIVE EDUCATION. APPENDIX Y TO ANNUAL INTERIM REPORT.

MEMPHIS CITY SCHOOL SYSTEM, TENN. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEC-0-70-5181
PUB DATE - JAN71 211P.

DESCRIPTORS - *COOPERATIVE EDUCATION; *OCCUPATIONAL INFORMATION; CAREER PLANNING; JUNIOR HIGH SCHOOLS; SENIOR HIGH SCHOOLS; SECONDARY EDUCATION; *CURRICULUM GUIDES; TEACHER ROLE; RESOURCE MATERIALS; EDUCATIONAL OBJECTIVES; *COURSE CONTENT; TEACHING TECHNIQUES; *OCCUPATIONAL GUIDANCE;

ECONOMICS; CONSUMER ECONOMICS

ABSTRACT - DEVELOPED AS PART OF THE JUNIOR AND SENIOR HIGH PHASES OF THE SPAN PROJECT (SYSTEMS PROGRAM APPROACHING NON-UNEMPLOYMENT OF VOCATIONAL STUDENTS), THIS CURRICULUM GUIDE WAS PREPARED TO AID THE TEACHER-COORDINATOR IN PRESENTING GENERAL EMPLOYMENT INFORMATION. ARRANGED IN EIGHT UNITS INFORMATION IS PROVIDED ON: (1) ORIENTATION TO COOPERATIVE EDUCATION, (2) GETTING THAT JOB, (3) YOU AND YOUR ATTITUDE, (4) GENERAL SAFETY, (5) ORGANIZATIONS FOR LABOR AND MANAGEMENT, (6) TAXES AND SOCIAL SECURITY, (7) USING YOUR MONEY WISELY, AND (8) YOU AND YOUR CAREER. ALSO INCLUDED ARE GENERAL OBJECTIVES, REFERENCES, A COURSE OUTLINE, AND A MESSAGE TO THE STUDENT. THE APPENDIX INCLUDES A LESSON PLAN FORM AND A STUDENT EVALUATION FORM. THIS COLOR-CODED GUIDE WAS FIELD TESTED DURING THE SECOND SEMESTER OF THE 1970-71 SCHOOL YEAR. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 391 AND VT 014 390 (ALSO IN THIS ISSUE) AND VT 014 388 AND VT 014 389 (IN ARM VOL. 5 NO. 3). (JS)

VT 014 402
SHYKORA, MATT M., COMP.
SAFETY.

ALBERTA TEACHERS' ASSOCIATION, (CANADA). INDUSTRIAL ARTS AND VOCATIONAL EDUCATION COUNCIL.
MF AVAILABLE IN VT-ERIC SET.
INDUSTRIAL ARTS AND VOCATIONAL EDUCATION COUNCIL, THE ALBERTA TEACHERS' ASSOCIATION, 11010 - 142 STREET EDMONTON, ALBERTA, CANADA (FREE TO COUNCIL MEMBERS; SPECIAL SALES $2)
PUB DATE - DEC70 79P.

DESCRIPTORS - *SAFETY EDUCATION; *SCHOOL SAFETY; TEACHER RESPONSIBILITY; *INDUSTRIAL EDUCATION; *REFERENCE MATERIALS; *MANUALS; INSTRUCTIONAL MATERIALS; ACCIDENT PREVENTION; INDUSTRIAL ARTS

ABSTRACT - COMPILED BY A SUPERVISOR OF VOCATIONAL EDUCATION, THIS SAFETY MANUAL IS DESIGNED FOR ALL MEMBERS OF THE INDUSTRIAL ARTS AND VOCATIONAL EDUCATION COUNCIL. THE OBJECTIVES OF THE PUBLICATION ARE TO: (1) POINT OUT THE IMPORTANCE AND SIGNIFICANCE OF PROVIDING AN EFFECTIVE AND CONTINUOUS PROGRAM OF SAFETY EDUCATION IN THE SCHOOL LABORATORY, (2) PROVIDE SUGGESTIONS FOR IMPLEMENTING A SAFETY EDUCATION PROGRAM, (3) ASSIST TEACHERS IN DEVELOPING A SAFETY CONSCIOUS ATTITUDE IN STUDENTS, AND (4) MAKE TEACHERS AWARE OF THEIR LIABILITY. CONTENTS INCLUDE: (1) AREAS OF GENERAL INSTRUCTION AND GENERAL SAFETY SUGGESTIONS, (2) A SAFETY INSPECTION CHECKLIST, (3) GUIDELINES FOR ADMINISTERING AN EFFECTIVE SAFETY PROGRAM, (4) SAFETY TESTS, (5) SUGGESTED TEACHER PRACTICES, (6) A LETTER STATING WORKMEN'S COMPENSATION POLICY, (7) DEFINITIONS OF INDUSTRIAL ACCIDENT, (8) THE PURPOSE OF ACCIDENT INVESTIGATIONS, (9) ACCIDENT CONTROL POLICIES, AND (10) JOB SAFETY ANALYSIS PROCEDURES. THE SECTIONS ARE COLOR CODED FOR EASY REFERENCE. (GEB)

VT 014 415 ED 058 417
JOHNSON, RONALD D.
PLANNING THE IMPLEMENTATION OF A BUSINESS EDUCATION LEARNING SYSTEM. PROGRAMMED INSTRUCTIONAL MATERIALS AVAILABLE FOR POSSIBLE USE IN A BUSINESS EDUCATION LEARNING SYSTEM. A SUPPLEMENT TO THE FINAL REPORT.

TEXAS TECH UNIV., LUBBOCK. DEPT. OF BUSINESS EDUCATION.
TEXAS EDUCATION AGENCY, AUSTIN. DIV. OF OCCUPATIONAL RESEARCH AND DEVELOPMENT
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - JUL71 37P.

DESCRIPTORS - *BUSINESS EDUCATION; INSTRUCTIONAL MATERIALS; INSTRUCTIONAL MEDIA; *EDUCATIONAL EQUIPMENT; *PROGRAMED MATERIALS; INSTRUCTIONAL FILMS; *RESOURCE GUIDES; *BIBLIOGRAPHIES; EDUCATIONAL RESOURCES; LEARNING LABORATORIES; POST SECONDARY EDUCATION; SECONDARY EDUCATION
IDENTIFIERS - *BUSINESS EDUCATION LEARNING SYSTEM; BELS

ABSTRACT - THIS INVENTORY OF PROGRAMED INSTRUCTIONAL MATERIALS USEFUL IN BUSINESS EDUCATION SETTINGS WAS DEVELOPED SPECIFICALLY FOR THE BUSINESS EDUCATION LEARNING SYSTEM (BELS), AND IS DIVIDED INTO SECTIONS ON: (1) SOFTWARE, (2) SOFTWARE WITH ACCOMPANYING HARDWARE, AND (3) HARDWARE. ITEMS IN THE SOFTWARE INVENTORY ARE ARRANGED BY BUSINESS SUBJECT AREAS AND INCLUDE TAPES AND PROGRAMED TEXTBOOKS. THE SECOND SECTION INCLUDES INSTRUCTIONAL MEDIA SUCH AS A 30-LESSON FILMSTRIP SERIES ON ENGLISH-COMMUNICATION SKILLS WHICH IS ACCOMPANIED BY A TT-33 PROGRAMED PROJECTOR. LISTED IN THE HARDWARE SECTION ARE SUCH ITEMS AS A: (1) PACERECORDER AND PACER, (2) CASSETTE PLAYER, (3) CASSETTE LISTENING CENTER, (4) PORT-A-CARREL, (5) AUDIO-TUTORIAL EARNING CENTER, AND (6) CUSTOM ELECTRONIC CLASSROOM. PRICE AND AVAILABILITY INFORMATION ARE PROVIDED FOR EACH ITEM IN THE INVENTORY. A RELATED DOCUMENT IS AVAILABLE AS VT 014 414 (ARM VOL. 5, NO. 3). (JS)

VT 014 417 ED 057 250
STOKES, VERNON L.
AN INSTRUCTIONAL PROGRAM FOR TRAINING NONDESTRUCTIVE TESTING AND INSPECTION TECHNICIANS.

NORTH TEXAS STATE UNIV., DENTON.
TEXAS EDUCATION AGENCY, AUSTIN. DIV. OF OCCUPATIONAL RESEARCH AND DEVELOPMENT.
EDRS PRICE MF-$0.65 HC-$6.58.
PUB DATE - AUG71 199P.

DESCRIPTORS - INSTRUCTIONAL PROGRAMS; INSTRUCTIONAL MATERIALS; JUNIOR COLLEGES; COMMUNITY COLLEGES; *TECHNICAL EDUCATION; PROGRAM CONTENT; INSPECTION; *CURRICULUM GUIDES; BIBLIOGRAPHIES; RESOURCE MATERIALS; *INDUSTRIAL EDUCATION; *SUPPLEMENTARY TEXTBOOKS; *PRODUCTION TECHNICIANS; MANUFACTURING INDUSTRY
IDENTIFIERS - NONDESTRUCTIVE TESTING

ABSTRACT - THIS DOCUMENT, THE SECOND PORTION OF A TWO-PART STUDY, IS DESIGNED TO PROVIDE A GUIDE FOR THE FORMAL TRAINING OF TECHNICIANS FOR NONDESTRUCTIVE TESTING AND INSPECTION. INFORMATION IN THE GUIDE IS BASED ON RESULTS OF THE INDUSTRIAL SURVEY DISCUSSED IN PART I.

THE SUBJECT MATTER IS INTENDED TO BE BOTH FLEXIBLE AND COMPREHENSIVE, AND INSTRUCTIONAL GOALS MUST BE FOCUSED ON ATTAINMENT OF A HIGH LEVEL OF PROFICIENCY IN EACH TECHNICIAN. THIS DOCUMENT CONTAINS AN INTRODUCTION CONSISTING OF CONSIDERATIONS FOR INSTRUCTION, A SIGNIFICANCE OF THE MANUFACTURING PROCESS, RESPONSIBILITY OF THE MANUFACTURER AND SERVICE COMPANY, AND EDUCATION OBJECTIVES. ALSO, THERE ARE CHAPTERS ON: (1) THE ORIGIN AND SIGNIFICANCE OF DISCONTINUITIES, (2) LIQUID PENETRANT METHODS, (3) MAGNETIC PARTICLE TESTING, (4) EDDY CURRENT TESTING, (5) ULTRASONIC TESTING, (6) RADIOGRAPHIC TESTING, (7) OTHER NONDESTRUCTIVE TESTING METHODS, AND (8) CURRICULUM. SAMPLE ILLUSTRATIONS AND RESOURCE MATERIALS ARE APPENDED, AND A BIBLIOGRAPHY IS INCLUDED. PART I IS AVAILABLE IN ARM VOL. 5, NO. 3 AS VT 014 416. (GEB)

VT 014 449
ANDERSON, WILLIAM F., AND OTHERS
BUILDING AND CONSTRUCTION INSPECTION EDUCATION IN THE COMMUNITY COLLEGE.

CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO. OFFICE OF THE CHANCELLOR.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. BUREAU OF WORK-TRAINING PROGRAMS
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - OCT69 24P.

DESCRIPTORS - TECHNICAL EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; *PROGRAM DEVELOPMENT; CURRICULUM DEVELOPMENT; COURSE ORGANIZATION; EMPLOYMENT OPPORTUNITIES; COMMUNITY COLLEGES; *CONSTRUCTION INDUSTRY; *BUILDING TRADES

ABSTRACT - DEVELOPED BY A PROGRAM SPECIALIST, THIS CURRICULUM GUIDE WAS PREPARED FOR USE IN PLANNING COMMUNITY COLLEGE PROGRAMS AIMED AT TRAINING BUILDING AND CONSTRUCTION INSPECTION TECHNICIANS. MAJOR SECTIONS OF THE GUIDE ARE: (1) THE FUNCTION OF INSPECTION, (2) OBJECTIVE, (3) EMPLOYMENT OPPORTUNITIES, (4) THE PROGRAMS, (5) COURSES AND CURRICULA, (6) BUILDING INSPECTION TRAINEE PROGRAM, (7) SPECIAL PROGRAM, (8) DEVELOPING TECHNICAL EDUCATION PROGRAMS, (9) COORDINATION AND SUPERVISION, AND (10) ASSISTANCE AVAILABLE FROM OFFICE OF THE CHANCELLOR. INCLUDED IN THE APPENDIX ARE JOB DESCRIPTIONS FOR BUILDING INSPECTORS. THE GUIDE SUGGESTS CORE COURSES AS WELL AS AREAS OF SPECIALIZATION. (JS)

VT 014 450
SCHEUBER, JOHN R.
AGRI-BUSINESS CURRICULUM GUIDE FOR CALIFORNIA COMMUNITY COLLEGES.

MODESTO JUNIOR COLL., CALIF.
CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO. OFFICE OF THE CHANCELLOR.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 38P.

DESCRIPTORS - *PROGRAM GUIDES; *AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; EMPLOYMENT OPPORTUNITIES; PROGRAM DEVELOPMENT; *CURRICULUM DEVELOPMENT; GUIDELINES; *AGRIBUSINESS; COMMUNITY COLLEGES; *TECHNICAL EDUCATION; POST SECONDARY EDUCATION; AGRICULTURAL TECHNICIANS

ABSTRACT - DEVELOPED BY A PROGRAM SPECIALIST FOR USE IN PLANNING COMMUNITY COLLEGE PROGRAMS, THIS CURRICULUM GUIDE COVERS SUCH TOPICS AS: (1) THE SCOPE OF AGRI-BUSINESS, (2) EMPLOYMENT OPPORTUNITIES, (3) INITIATING THE PROGRAM, (4) DEVELOPING THE CURRICULUM--GUIDELINES, AND (5) DEVELOPING THE PROGRAM. THE APPENDIXES PROVIDE INFORMATION ON JOB OPPORTUNITIES BY OPTION AND SAMPLE PROGRAMS IN AGRI-BUSINESS. THE GUIDE SUGGESTS A CORE OF COURSES FOR AGRI-BUSINESS CURRICULUMS AND FIVE AREAS OF SPECIALIZATION. (JS)

VT 014 454
CAMPBELL, RANDALL G.; CURTIS, SAMUEL M.
MILK MARKETING FOR PENNSYLVANIA DAIRYMEN. TEACHER'S GUIDE.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
TEAC-EDU-SER-V12-N2T
DEPARTMENT OF AGRICULTURAL EDUCATION, 101 AGRICULTURAL EDUCATION BUILDING, PENNSYLVANIA STATE UNIVERSITY, UNIVERSITY PARK, PA 16802 ($1.00/COPY)
PUB DATE - 71 48P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; AGRICULTURAL EDUCATION; GRADE 12; *TEACHING GUIDES; *AGRICULTURAL PRODUCTION; *DAIRYMEN; *MARKETING; AGRIBUSINESS

ABSTRACT - DESIGNED FOR TWELFTH GRADE OR ADULT FARMER EDUCATION CLASSES, THIS TEACHING GUIDE CONTAINS EXPERIENCES RELATING TO MILK MARKETING. UNITS ARE: (1) BASIC QUALITIES OF MILK AND THE HISTORY OF THE DAIRY INDUSTRY, (2) DAIRY PRODUCTION PRINCIPLES AND CONSUMER TRENDS AS THEY RELATE TO MILK MARKETING, (3) PRODUCER INTERESTS IN THE PROCESSING AND MANUFACTURE OF MILK, (4) DAIRY PRODUCTS, (5) FEDERAL AGENCIES AFFECTING THE FLUID MILK INDUSTRY, AND (6) STATE AND LOCAL AGENCIES AFFECTING THE FLUID MILK INDUSTRY. PURPOSE, OBJECTIVES, PLANNING SUGGESTIONS, LEARNING ACTIVITIES, AND REFERENCES ACCOMPANY EACH UNIT. SEVERAL TEACHING MATERIALS ARE APPENDED, AND A STUDENT MANUAL IS AVAILABLE IN THIS ISSUE AS VT 013 879. (SB)

VT 014 463
UHLMAN, NEIL, ED.; CASAD, BOB, ED.
CIVIL ENGINEERING TECHNOLOGY. PERFORMANCE SPECIFICATIONS AND TRAINING OBJECTIVES FOR THE TECHNICIAN.

WASHINGTON STATE COORDINATING COUNCIL FOR OCCUPATIONAL EDUCATION, OLYMPIA
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 61P.

DESCRIPTORS - CIVIL ENGINEERING; *ENGINEERING TECHNOLOGY; SUBPROFESSIONALS; TASK ANALYSIS; *JOB SKILLS; EDUCATIONAL NEEDS; MANUALS; *ENGINEERING TECHNICIANS; *TRAINING OBJECTIVES; *PERFORMANCE SPECIFICATIONS;

TECHNICAL EDUCATION; INDUSTRIAL EDUCATION

ABSTRACT - DEVELOPED THROUGH A FUNDED RESEARCH PROJECT, THIS DOCUMENT IDENTIFIES MINIMUM JOB COMPETENCIES NEEDED BY CIVIL ENGINEERING TECHNICIANS FOR THE PURPOSE OF ESTABLISHING A BASE FOR COURSE CONTENT AND TRAINING OBJECTIVES. INSTRUCTORS OF CIVIL ENGINEERING TECHNOLOGY AND REPRESENTATIVES FROM INDUSTRY WORKED TOGETHER TO PRODUCE A FLOW DIAGRAM SHOWING MAJOR FUNCTIONS OF A CIVIL ENGINEERING TECHNICIAN. FUNCTION ANALYSIS FORMS FOR THE 24 TASKS ARE PRESENTED UNDER FOUR MAJOR CLASSIFICATIONS OF: (1) OFFICE SERVICES, (2) FIELD OPERATIONS, (3) MAKE PROJECT INSPECTIONS, AND (4) PERFORM CONSTRUCTION MANAGEMENT. EACH FUNCTION ANALYSIS FORM CONTAINS THE DEFINITION, RATIONALE, TASKS, AND TERMINAL BEHAVIOR OBJECTIVES OF THE FUNCTION UNDER CONSIDERATION. THE RESULTING PERFORMANCE SPECIFICATIONS PROVIDE THE TRAINING OBJECTIVES FOR AN INSTRUCTOR OF CIVIL ENGINEERING TECHNICIANS. (GEB)

VT 014 474

AGRICULTURE POWER-HYDRAULICS. A RESOURCE UNIT FOR TEACHING BASIC PRINCIPLES OF POWER-HYDRAULICS IN AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.
WISCONSIN STATE UNIV., PLATTEVILLE.
WISCONSIN STATE UNIV., RIVER FALLS.
WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 26P.DEVELOPED AT CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971; AND WISCONSIN UNIV., MADISON, JULY 14-15, 1971.

DESCRIPTORS - *HYDRAULICS; *RESOURCE UNITS; *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; AGRICULTURAL MACHINERY; CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS; COURSE CONTENT; COURSE ORGANIZATION; EDUCATIONAL OBJECTIVES; CONCEPT TEACHING; BIBLIOGRAPHIES; INSTRUCTIONAL MEDIA; TEACHING TECHNIQUES; TEACHER WORKSHOPS; *AGRICULTURAL ENGINEERING

ABSTRACT - PREPARED THROUGH A PILOT PROGRAM WORKSHOP, THIS RESOURCE UNIT WAS DEVELOPED TO HELP HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS PLAN AND ORGANIZE THEIR PROGRAM IN HYDRAULICS. ORGANIZED BY EDUCATIONAL OBJECTIVES, THE DOCUMENT OUTLINES TOPICS SUCH AS: (1) EMPLOYMENT OPPORTUNITIES, (2) HYDRAULIC PRINCIPLES, (3) PRESSURE AND FLOW IN A HYDRAULIC SYSTEM, (4) PRINCIPLES OF PUMP OPERATION, (5) FLUID CONTAMINANTS IN A HYDRAULIC SYSTEM, AND (6) MAINTENANCE PROCEDURES. BASED ON AN ESTIMATED TEACHING TIME OF 90 HOURS, THIS RESOURCE UNIT ALSO SUGGESTS PRINCIPLES OR CONCEPTS TO BE LEARNED, LEARNING ACTIVITIES, INSTRUCTIONAL MEDIA, AND TYPICAL QUESTIONS AND PROBLEMS OF STUDENTS. THE BIBLIOGRAPHY INCLUDES: (1) PUBLICATIONS, (2) PERIODICALS, (3) COURSE OUTLINES, (4) SLIDES, (6) FILMSTRIPS, (7) FILMS, AND (8) OCCUPATIONAL GUIDANCE MATERIALS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 475-VT 014 481. (JS)

VT 014 475

AGRICULTURE SALES AND SERVICE. A RESOURCE UNIT FOR TEACHING BASIC PRINCIPLES OF SALES AND SERVICE IN AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.
WISCONSIN STATE UNIV., PLATTEVILLE.
WISCONSIN STATE UNIV., RIVER FALLS.
WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 31P.DEVELOPED AT A CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971; WISCONSIN UNIV., MADISON, JULY 14-15, 1971.

DESCRIPTORS - *RESOURCE UNITS; *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS; COURSE CONTENT; *COURSE ORGANIZATION; EDUCATIONAL OBJECTIVES; CONCEPT TEACHING; BIBLIOGRAPHIES; INSTRUCTIONAL MEDIA; TEACHER WORKSHOPS; TEACHING TECHNIQUES; COOPERATIVE EDUCATION; *SALESMANSHIP

ABSTRACT - PREPARED THROUGH A PILOT PROGRAM WORKSHOP, THIS RESOURCE UNIT WAS DEVELOPED TO HELP HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS PLAN AND ORGANIZE THEIR PROGRAM IN SALES IN SERVICE. ORGANIZED BY EDUCATIONAL OBJECTIVES THE DOCUMENT OUTLINES TOPICS SUCH AS: (1) SELLING IN OUR AMERICAN ECONOMY, (2) CHARACTERISTICS OF A SALESMAN, (3) CARRYING OUT A CONVERSATION, (4) LETTER OF APPLICATION, (5) THE JOB INTERVIEW, (6) CLOSING THE SALE, (7) COMPUTING THE SALES TICKET, AND (8) USING CREDIT IN AGRIBUSINESS. THE UNIT ALSO SUGGESTS PRINCIPLES OR CONCEPTS TO BE LEARNED, LEARNING ACTIVITIES, INSTRUCTIONAL MEDIA, AND TYPICAL QUESTIONS AND PROBLEMS OF STUDENTS. THE BIBLIOGRAPHY INCLUDES TEXTBOOKS, PAMPHLETS AND BULLETINS, AND FILMSTRIPS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 474 AND VT 014 476-VT 014 481. (JS)

VT 014 476

CANNING INDUSTRY--COMMERCIAL PRODUCTION OF VEGETABLE CROPS. A RESOURCE UNIT FOR TEACHING BASIC PRINCIPLES OF CANNING INDUSTRY--COMMERCIAL PRODUCTION OF VEGETABLE CROPS IN AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.
WISCONSIN STATE UNIV., PLATTEVILLE.
WISCONSIN STATE UNIV., RIVER FALLS.
WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 23P.DEVELOPED AT A CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971; WISCONSIN UNIV., MADISON, JULY 14-15, 1971.

DESCRIPTORS - *RESOURCE UNITS; *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE;

CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS; COURSE CONTENT; *COURSE ORGANIZATION; EDUCATIONAL OBJECTIVES; CONCEPT TEACHING; BIBLIOGRAPHIES; INSTRUCTIONAL MEDIA; TEACHING TECHNIQUES; TEACHER WORKSHOPS; *FOOD PROCESSING OCCUPATIONS

ABSTRACT - PREPARED THROUGH A PILOT PROGRAM WORKSHOP, THIS RESOURCE UNIT WAS DEVELOPED TO HELP HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS PLAN AND ORGANIZE THEIR PROGRAMS ON THE CANNING INDUSTRY. ORGANIZED BY EDUCATIONAL OBJECTIVES, THE DOCUMENT OUTLINES TOPICS SUCH AS: (1) INTRODUCTION TO THE CANNING INDUSTRY, (2) SOILS FOR VEGETABLE CROPS, (3) PLANT GROWTH AND DEVELOPMENT, (4) CULTURAL PRACTICES, AND HARVESTING OF VEGETABLE CROPS. THIS RESOURCE UNIT ALSO SUGGESTS PRINCIPLES OR CONCEPTS TO BE LEARNED, LEARNING ACTIVITIES, INSTRUCTIONAL MEDIA, AND TYPICAL QUESTIONS AND PROBLEMS OF STUDENTS. THE BIBLIOGRAPHY PROVIDES TEXTS AND OTHER REFERENCES. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 474, VT 014 475 AND VT 014 477-VT 014 481. (JS)

VT 014 477

CONSERVATION--WATER. A RESOURCE UNIT FOR TEACHING BASIC PRINCIPLES OF CONSERVATION--WATER IN AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.
WISCONSIN STATE UNIV., PLATTEVILLE.
WISCONSIN STATE UNIV., RIVER FALLS.
WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 27P.DEVELOPED AT A CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971; WISCONSIN UNIV., MADISON, JULY 14-15, 1971.

DESCRIPTORS - *RESOURCE UNITS; *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS; COURSE CONTENT; COURSE ORGANIZATION; EDUCATIONAL OBJECTIVES; CONCEPT TEACHING; BIBLIOGRAPHIES; INSTRUCTIONAL MEDIA; TEACHING TECHNIQUES; TEACHER WORKSHOPS; *CONSERVATION EDUCATION; *WATER RESOURCES; SECONDARY EDUCATION

ABSTRACT - PREPARED THROUGH A PILOT PROGRAM WORKSHOP, THIS RESOURCE UNIT WAS DEVELOPED TO HELP HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS PLAN AND ORGANIZE A PROGRAM ON WATER CONSERVATION. DESIGNED TO BE INTEGRATED INTO THE CONSERVATION COURSE, THE UNIT IS ORGANIZED BY OBJECTIVES AND OUTLINES TOPICS SUCH AS: (1) ORIGIN OF WATER, (2) PROPERTIES OF WATER, (3) WATER BUDGETS, (4) HYDROLOGIC CYCLE, (5) SURFACE WATER, (6) WATER POLLUTION, AND (7) PERSONNEL WORKING IN CONSERVATION. THIS RESOURCE UNIT ALSO SUGGESTS PRINCIPLES OR CONCEPTS TO BE LEARNED, LEARNING ACTIVITIES, INSTRUCTIONAL MEDIA, AND TYPICAL QUESTIONS AND PROBLEMS OF STUDENTS. A BIBLIOGRAPHY LISTS TEXTS, BULLETINS AND PERIODICALS, FILMS, AND VISUALS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 474-VT 014 476 AND VT 014 478-VT 014 481. (JS)

VT 014 478

FLORICULTURE AND GREENHOUSE MANAGEMENT. A RESOURCE UNIT FOR TEACHING BASIC PRINCIPLES OF FLORICULTURE AND GREENHOUSE MANAGEMENT IN AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.
WISCONSIN STATE UNIV., PLATTEVILLE.
WISCONSIN STATE UNIV., RIVER FALLS.
WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 55P.DEVELOPED AT A CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971; WISCONSIN UNIV., MADISON, JULY 14-15, 1971.

DESCRIPTORS - *RESOURCE UNITS; *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS; COURSE CONTENT; COURSE ORGANIZATION; EDUCATIONAL OBJECTIVES; CONCEPT TEACHING; BIBLIOGRAPHIES; INSTRUCTIONAL MEDIA; TEACHING TECHNIQUES; TEACHER WORKSHOPS; *FLORICULTURE; *GREENHOUSES; SECONDARY EDUCATION

ABSTRACT - PREPARED THROUGH A PILOT PROGRAM WORKSHOP, THIS RESOURCE UNIT WAS DEVELOPED TO HELP HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS PLAN AND ORGANIZE A PROGRAM ON FLORICULTURE AND GREENHOUSE MANAGEMENT. ORGANIZED BY EDUCATIONAL OBJECTIVES, THE RESOURCE UNIT OUTLINES TOPICS SUCH AS: (1) ESTABLISHING AND MAINTAINING LAWNS AND TURF, (2) LANDSCAPE PLANNING AND DESIGN, (3) CARE AND MAINTENANCE OF LANDSCAPE PLANTS, (4) EXPLORING OCCUPATIONAL OPPORTUNITIES, (5) PROPAGATION OF ORNAMENTAL PLANTS, AND (6) GROWING HORTICULTURAL PLANTS. THIS RESOURCE UNIT ALSO SUGGESTS PRINCIPLES OR CONCEPTS TO BE LEARNED, LEARNING ACTIVITIES, INSTRUCTIONAL MEDIA, AND TYPICAL QUESTIONS AND PROBLEMS OF STUDENTS. A BIBLIOGRAPHY LISTS TEXTS, BULLETINS AND PAMPHLETS, AND AUDIO VISUALS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 474-VT 014 477 AND VT 014 479-VT 014 481. (JS)

VT 014 479

PREPARATION FOR OCCUPATIONS IN FORESTRY. A RESOURCE UNIT FOR TEACHING BASIC PRINCIPLES OF PREPARATION FOR OCCUPATIONS IN FORESTRY IN AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.
WISCONSIN STATE UNIV., PLATTEVILLE.
WISCONSIN STATE UNIV., RIVER FALLS.
WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 36P.DEVELOPED AT A CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971; WISCONSIN UNIV., MADISON, JULY 14-15, 1971.

DESCRIPTORS - *RESOURCE UNITS; *AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS; COURSE CONTENT; COURSE ORGANIZATION; EDUCATIONAL OBJECTIVES; CONCEPT TEACHING; BIBLIOGRAPHIES; INSTRUCTIONAL MEDIA; TEACHING TECHNIQUES;

SECONDARY EDUCATION; *CAREER EDUCATION; CAREER PLANNING; *OCCUPATIONAL GUIDANCE; *FORESTRY

ABSTRACT - PREPARED THROUGH A PILOT PROGRAM WORKSHOP, THIS RESOURCE UNIT WAS DEVELOPED TO HELP HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS PLAN AND ORGANIZE A PROGRAM ON FORESTRY OCCUPATIONS. ORGANIZED BY EDUCATIONAL OBJECTIVES, THE UNIT OUTLINES TOPICS SUCH AS: (1) JOB OPPORTUNITIES IN FORESTRY, (2) MULTIPLE USE IN FOREST MANAGEMENT, (3) TREE PLANTING, (4) METHODS OF PLANTING A TREE, (5) HARVESTING, (6) INSECTS COMMON TO WISCONSIN TREES, (7) LAND MEASUREMENTS, AND (8) FOREST FIRE PROTECTION. ALSO SUGGESTED IN THIS UNIT ARE PRINCIPLES OR CONCEPTS TO BE LEARNED, LEARNING ACTIVITIES, INSTRUCTIONAL MEDIA, AND TYPICAL QUESTIONS AND PROBLEMS OF STUDENTS. A BIBLIOGRAPHY LISTS TEXTS, PAMPHLETS AND BULLETINS, MAGAZINES, AND AUDIO VISUAL AIDS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 474-VT 014 478 AND AS VT 014 480-VT 014 481. (JS)

VT 014 480
PREPARATION FOR OCCUPATIONS IN MEAT PROCESSING. A RESOURCE UNIT FOR TEACHING BASIC PRINCIPLES OF PREPARATION FOR OCCUPATIONS IN MEAT PROCESSING IN AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.
WISCONSIN STATE UNIV., PLATTEVILLE.
WISCONSIN STATE UNIV., RIVER FALLS.
WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 23P.DEVELOPED AT A CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971; WISCONSIN UNIV., MADISON, JULY 14-15, 1971.

DESCRIPTORS - *RESOURCE UNITS; *AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS; COURSE CONTENT; COURSE ORGANIZATION; EDUCATIONAL OBJECTIVES; CONCEPT TEACHING; BIBLIOGRAPHIES; INSTRUCTIONAL MEDIA; TEACHING TECHNIQUES; SECONDARY EDUCATION; *CAREER EDUCATION; CAREER PLANNING; *OCCUPATIONAL GUIDANCE; MEAT; *MEAT PACKING INDUSTRY

ABSTRACT - PREPARED THROUGH A PILOT PROGRAM WORKSHOP, THIS RESOURCE UNIT WAS DEVELOPED TO HELP HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS PLAN AND ORGANIZE A PROGRAM ON MEAT PROCESSING OCCUPATIONS. ORGANIZED BY EDUCATIONAL OBJECTIVES, THE UNIT OUTLINES TOPICS SUCH AS: (1) BREED CHARACTERISTICS, (2) MEAT INSPECTION, (3) PART IDENTIFICATION OF MARKET ANIMALS, (4) GRADES OF MARKET ANIMALS, (5) WHOLESALE CUTS, AND (6) OCCUPATIONS IN THE MEAT INDUSTRY. ALSO SUGGESTED IN THE UNIT ARE PRINCIPLES OR CONCEPTS TO BE LEARNED, LEARNING ACTIVITIES, INSTRUCTIONAL ACTIVITIES, INSTRUCTIONAL MEDIA, AND TYPICAL QUESTIONS AND PROBLEMS OF STUDENTS. A BIBLIOGRAPHY LISTS BOOKS, BULLETINS AND PAMPHLETS, AND VISUALS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 474-VT 014 479 AND VT 014 481. (JS)

VT 014 481
THE WORLD OF WORK. A LEARNING ACTIVITY PAK IN AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.
WISCONSIN STATE UNIV., PLATTEVILLE.
WISCONSIN STATE UNIV., RIVER FALLS.
WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 111P.DEVELOPED AT A CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971; WISCONSIN UNIV., MADISON, JULY 14-15, 1971.

DESCRIPTORS - RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; *TEACHING GUIDES; CURRICULUM DEVELOPMENT; EMPLOYMENT OPPORTUNITIES; EDUCATIONAL OBJECTIVES; TEACHER WORKSHOPS; *COURSE ORGANIZATION; *AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; COURSE CONTENT; *JOB APPLICATION; EMPLOYMENT INTERVIEWS; *VOCATIONAL ADJUSTMENT

ABSTRACT - DEVELOPED THROUGH A PILOT PROGRAM WORKSHOP, THIS COLOR-CODED TEACHING GUIDE WAS PREPARED TO HELP VOCATIONAL AGRICULTURE TEACHERS TO PLAN AND IMPLEMENT A PROGRAM ON THE WORLD OF WORK. WITH EMPHASIS ON THE EMPLOYMENT PROCESS AND WORK ADJUSTMENT, THE GUIDE INCLUDES 16 LESSONS ON: (1) VALUES, (2) INTEREST AND APTITUDES-ABILITIES, (3) PERSONALITY TRAITS, (4) PERSONAL QUALITIES OF PEOPLE, (5) EMPLOYMENT QUALIFICATIONS, (6) SOURCES OF JOB OPPORTUNITIES, (7) PART-TIME EMPLOYMENT, (8) COMPLETING APPLICATION FORMS, (9) LETTER OF APPLICATION, (10) PERSONAL DATA SHEETS, (11) THE INTERVIEW, (12) ATTITUDES AND EMPLOYER-EMPLOYEE EXPECTATIONS, (13) GETTING ALONG WITH FELLOW WORKERS, (14) UNIONS AND PROFESSIONAL ORGANIZATIONS, (15) SUPERVISORS' RESPONSIBILITIES, AND (16) TERMINATING A JOB. ALSO INCLUDED ARE LEARNING OBJECTIVES, PRE- AND POSTTESTS, AND LEARNING ACTIVITIES. THE BIBLIOGRAPHY PROVIDES NAMES OF TEXTS, PAMPHLETS, AND AUDIO-VISUAL AIDS. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 474-VT 014 480. (JS)

VT 014 483
STEWART, MARJORIE S.; TOADVINE, REBECCA
MOBILE HOMES, CONSUMER AND HOMEMAKING EDUCATION. A TEACHING UNIT.

MOBILE HOMES MANUFACTURERS ASSOCIATION, CHICAGO, ILL.
MF AVAILABLE IN VT-ERIC SET.
MOBILE HOMES MANUFACTURERS ASSOCIATION, 6650 NORTH NORTHWEST HIGHWAY, CHICAGO, ILLINOIS 60631 ($1.35)
PUB DATE - 71 57P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CONSUMER EDUCATION; *TEACHING GUIDES; SECONDARY GRADES; *HOUSING; HOUSING OPPORTUNITIES; *EDUCATIONAL RESOURCES; INSTRUCTIONAL AIDS; TRANSPARENCIES; BEHAVIORAL OBJECTIVES
IDENTIFIERS - *MOBILE HOMES

ABSTRACT - DESIGNED FOR REGULAR SECONDARY HOMEMAKING, FAMILY LIVING, OR SPECIAL

INTEREST CLASSES IN HOUSING OR CONSUMER EDUCATION, THIS GUIDE IS FOR TEACHER USE IN ASSISTING STUDENTS IN GAINING KNOWLEDGE OF THE UNLIMITED POSSIBILITIES IN MOBILE HOME LIVING. UNITS ARE: (1) FACTS ABOUT MOBILE HOME LIVING, (2) SELECTION OF A MOBILE HOME, (3) COST OF OWNING A MOBILE HOME, (4) SELECTION OF A SITE FOR THE MOBILE HOME, AND (5) CARE AND MAINTENANCE OF THE MOBILE HOME-UNITS CONTAIN SUPPORTING CONCEPTS, BEHAVIORAL OBJECTIVES, BROAD GENERALIZATIONS, SUPPORTING CONTENT, RESOURCES, AND TEACHING, LEARNING, AND EVALUATING STRATEGIES. THE DOCUMENT ALSO CONTAINS A STUDENT LEARNING PACKAGE CONSISTING OF FLOOR PLANS, AN OPINIONAIRE, AND STUDY GUIDE. SEVERAL TEACHING RESOURCES, INCLUDING TRANSPARENCY MASTERS, BULLETIN BOARD OR FLIPCHART IDEAS, EVALUATION INSTRUMENTS, AND A GLOSSARY OF TERMS ARE APPENDED. A RELATED DOCUMENT IS AVAILABLE IN THIS ISSUE AS VT 014 484. (SB)

VT 014 484
MOBILE HOUSING RESOURCES PACKAGE FOR SCHOOLS, 4-H, FHA CLUBS, AND EXTENSION.

MOBILE HOMES MANUFACTURERS ASSOCIATION, CHICAGO, ILL.
DOCUMENT NOT AVAILABLE FROM EDRS.
MOBILE HOMES MANUFACTURERS ASSOCIATION, 6650 NORTH NORTHWEST HIGHWAY, CHICAGO, ILLINOIS 60631 ($3.00)
PUB DATE - ND

DESCRIPTORS - *HOMEMAKING EDUCATION; *CONSUMER EDUCATION; *EDUCATIONAL RESOURCES; *HOUSING; *INSTRUCTIONAL AIDS; HOUSING OPPORTUNITIES
IDENTIFIERS - *MOBILE HOMES

ABSTRACT - THIS PACKAGE OF TEACHING RESOURCES IS DESIGNED TO BE USED WITH A TEACHING UNIT ON MOBILE HOMES, WHICH IS AVAILABLE AS VT 014 483 IN THIS ISSUE. CONTENTS OF THIS PACKAGE INCLUDE: (1) A SAMPLE OF THE STUDENT LEARNING PACKAGE, (2) FACTS ON MOBILE, SECTIONAL, AND MODULAR HOMES, (3) CAREERS FOR WOMEN AND MEN IN THE MOBILE HOME INDUSTRY, (4) AN OWNER'S GUIDE TO MOBILE HOME MAINTENANCE, (5) FINANCING AND INSURING A MOBILE HOME, (6) A MOBILE HOMES YEARBOOK, AND (7) A COMPARISON OF THE COSTS OF APARTMENTS, MOBILE HOMES, AND HOUSES. (SB)

VT 014 485
VOCATIONAL EDUCATION.

MARSHALL COMMUNITY UNIT SCHOOLS, ILL.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 56P.1969-1970 REVISION.

DESCRIPTORS - VOCATIONAL EDUCATION; *BUSINESS EDUCATION; *AGRICULTURAL EDUCATION; *INDUSTRIAL ARTS; *HOME ECONOMICS; INSTRUCTIONAL MATERIALS; EDUCATIONAL OBJECTIVES; *CURRICULUM GUIDES; COURSE OBJECTIVES; COURSE CONTENT
IDENTIFIERS - *DIVERSIFIED OCCUPATIONS

ABSTRACT - PREPARED FOR THE COMMUNITY UNIT SCHOOLS, THIS DOCUMENT CONTAINS OUTLINES FOR BUSINESS EDUCATION, HOME ECONOMICS, INDUSTRIAL ARTS, DIVERSIFIED OCCUPATIONS, AND AGRICULTURAL EDUCATION COURSES. UNDER BUSINESS EDUCATION, SPECIFIC OBJECTIVES ARE STATED FOR: (1) OFFICE OCCUPATIONS, (2) SHORTHAND I AND II, (3) DISTRIBUTIVE EDUCATION, (4) OCCUPATIONS, (5) BOOKKEEPING, (6) CONSUMER PROBLEMS, (7) TYPING I AND II, (8) BUSINESS MACHINES, (9) OFFICE PRACTICE, (10) GENERAL BUSINESS, (11) JUNIOR HIGH TYPING, AND (12) CLERICAL RECORD KEEPING. FOR HOME ECONOMICS, A COURSE DESCRIPTION, METHOD OF EVALUATION, GENERAL OBJECTIVES, AND COURSE OUTLINE ARE GIVEN FOR COURSES OFFERED IN GRADES 7 THROUGH 12. INDUSTRIAL ARTS COURSES OUTLINED INCLUDE: (1) GENERAL WOODS I, (2) POWER MECHANICS, AND (3) CABINET MAKING. LISTS OF POSSIBLE OCCUPATIONS AND SUGGESTED RELATED MATERIAL ARE PROVIDED FOR THE DIVERSIFIED OCCUPATIONS COURSE. THE AGRICULTURE CURRICULUM OUTLINE INCLUDES: (1) MECHANICAL DRAWING, (2) ARCHITECTURAL DRAWING, (3) ELECTRICITY-ELECTRONICS, (4) AGRICULTURE OCCUPATIONS I THROUGH IV, AND (5) AN ADULT PROGRAM IN AGRICULTURE. (GEB)

VT 014 490
DONOVAN, RICHARD, AND OTHERS
TENTATIVE GUIDE FOR DRIVER EDUCATION AND SAFETY IN THE SECONDARY SCHOOL, GRADES 9 AND 10.

KOKOMO-CENTER TOWNSHIP CONSOLIDATED SCHOOL CORP., IND. COMMITTEES OF SECONDARY HEALTH EDUCATORS.
MF AVAILABLE IN VT-ERIC SET.
KOKOMO-CENTER TOWNSHIP CONSOLIDATED, SCHOOL CORPORATION, ADMINISTRATION BLDG., 100 W. LINCOLN ROAD, KOKOMO, INDIANA 46901 ($3.00)
PUB DATE - 70 31P.

DESCRIPTORS - *DRIVER EDUCATION; *CURRICULUM GUIDES; SECONDARY GRADES; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; BEHAVIORAL OBJECTIVES; *SAFETY EDUCATION
IDENTIFIERS - INDIANA

ABSTRACT - PREPARED BY A COMMITTEE OF SECONDARY SCHOOL HEALTH EDUCATORS, THIS CURRICULUM GUIDE IS FOR INSTRUCTOR USE IN TEACHING DRIVER EDUCATION IN GRADES 9 AND 10. THE GUIDE WAS DEVELOPED TO SERVE AS A MEANS OF KEEPING INSTRUCTION UNIFORM IN EACH CLASS AND SCHOOL IN THE DISTRICT. SPECIFIC OBJECTIVES OF THE COURSE INCLUDE: (1) TO REALIZE THE RESPONSIBILITIES CONNECTED WITH DRIVING, (2) TO UNDERSTAND THE PART ATTITUDE PLAYS IN SAFE AND EFFICIENT DRIVING, AND (3) TO BETTER UNDERSTAND THE TECHNIQUES AND PROCEDURES OF DRIVING. THE UNITS, DESIGNED TO BE COVERED IN 81 DAYS, INCLUDE: (1) ORGANIZATION, (2) AGE OF POWER, (3) UNDERSTANDING YOUR CAR, (4) PHYSICAL FITNESS, (5) LAWS OF NATURE AND AUTOMOBILE, (6) SUBURBAN AND HIGHWAY DRIVING, (7) MEETING VEHICLE AND PEDESTRIAN, (8) LIABILITY AND INSURANCE, (9) INDIANA DRIVER'S MANUAL, (10) FIRST AID AND MEDICAL SELF-HELP, AND (11) SAFETY EDUCATION FOR HOME AND COMMUNITY. EACH UNIT IS DIVIDED INTO A 4-COLUMN FORMAT THAT INCLUDES OUTCOMES, SUBJECT MATTER, LEARNING EXPERIENCES, AND RESOURCE MATERIAL. IT IS SUGGESTED THAT THIS GUIDE BE USED WITH THE TEXT "DRIVER EDUCATION AND TRAFFIC SAFETY" DEVELOPED BY THE CENTER FOR SAFETY EDUCATION, NEW YORK UNIVERSITY. (GEB)

VT 014 491
BALDRIDGE, WILLIAM K.
COURSE OF STUDY FOR VOCATIONAL MACHINE.

MIDDLETOWN CITY SCHOOL DISTRICT, OHIO.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS CENTER, MIDDLETOWN CITY SCHOOLS, 1515 GIRARD AVENUE, MIDDLETOWN, OHIO 45042 ($0.50)
PUB DATE - 71 29P.

DESCRIPTORS - VOCATIONAL EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *MACHINE TOOLS; *METALS; *CURRICULUM GUIDES; LESSON PLANS; *INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIES; OCCUPATIONAL INFORMATION; SCHOOL SAFETY; EQUIPMENT MAINTENANCE; RESOURCE MATERIALS
IDENTIFIERS - *MACHINE SHOP

ABSTRACT - PREPARED UNDER THE GUIDANCE OF THE ADMINISTRATORS OF VOCATIONAL EDUCATION, THIS CURRICULUM GUIDE IS FOR INSTRUCTOR USE IN TEACHING VOCATIONAL MACHINE SHOP. SOME SPECIFIC OBJECTIVES OF THE COURSE ARE TO: (1) TEACH SAFETY AND THE PROPER RESPECT AND USE OF POWER AND HAND TOOLS, (2) DEVELOP MACHINE MANIPULATIVE SKILLS, (3) DEVELOP RESPONSIBLE ATTITUDES, (4) DEVELOP THE STUDENT IN RELATED THEORY AND MATHEMATICS, AND (5) PROMOTE INITIATIVE TOWARDS SELF-IMPROVEMENT. UNITS INCLUDE: (1) BENCH WORK, (2) BENCH GRINDER, (3) POWER CUT-OFF SAW, (4) LATHE, (5) ARBOR PRESS, (6) DRILL PRESS, (7) SHAPER, (8) PLANER, (9) HORIZONTAL AND VERTICAL MILLING, (10) BANDSAW, (11) INTERNAL AND EXTERNAL GRINDING, (12) TOOL CUTTER GRINDER, (13) FORGEWORK, (14) HEAT TREATING, (15) GAS AND ARC WELDING, AND (16) ELECTRICAL DISCHARGE MACHINE. EACH UNIT CONTAINS A BRIEF OUTLINE, TYPICAL JOBS, NEEDED TEACHING AIDS, SAFETY AND CARE TIPS, AND A SUGGESTED BIBLIOGRAPHY. THE LAST SECTION OF THE DOCUMENT INCLUDES A LIST OF PLANNED JOBS AND A BIBLIOGRAPHY. (GEB)

VT 014 492
SEXTON, GLENNIS E.
COURSE OF STUDY FOR VOCATIONAL AUTOMOTIVE MECHANICS.

MIDDLETOWN CITY SCHOOL DISTRICT, OHIO.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS CENTER, MIDDLETOWN CITY SCHOOLS, 1515 GIRARD AVENUE, MIDDLETOWN, OHIO 45042 ($0.50)
PUB DATE - 71 34P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS; OCCUPATIONAL INFORMATION; *CURRICULUM GUIDES; REFERENCE MATERIALS; AUTO MECHANICS (OCCUPATION); *INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIES; *TEACHING GUIDES; EVALUATION TECHNIQUES; SECONDARY GRADES

ABSTRACT - DEVELOPED UNDER THE DIRECTION OF ADMINISTRATORS FOR VOCATIONAL EDUCATION, THIS CURRICULUM GUIDE IS FOR INSTRUCTOR USE IN TEACHING VOCATIONAL AUTOMOTIVE MECHANICS. SPECIFIC OBJECTIVES OF THE COURSE INCLUDE: (1) TO LEARN THE SKILLS AND RELATED TECHNICAL KNOWLEDGE NECESSARY TO ENTER THE AUTOMOTIVE TRADE, (2) TO DEVELOP AN UNDERSTANDING OF THE METHODS OF TESTING AUTOMOTIVE EQUIPMENT AND DIAGNOSIS OF FAULTY OPERATION, (3) TO DEVELOP AN UNDERSTANDING OF THE IMPORTANCE OF PROPER FITS AND TOLERANCES, AND (4) TO DEVELOP HABITS IN SAFETY, CLEANLINESS, AND COOPERATION. METHODS OF OPERATION AND INSTRUCTION ARE OUTLINED IN THE FIRST PART OF THIS DOCUMENT. UNITS INCLUDE: (1) TOOLS AND EQUIPMENT, (2) BRAKES, (3) ENGINES, (4) ELECTRICAL SYSTEMS, (5) FUEL SYSTEMS, (6) LUBRICATING SYSTEMS, (7) COOLING SYSTEMS, (8) POWER TRAINS, (9) SUSPENSION SYSTEMS, (10) STEERING SYSTEMS, (11) ACCESSORIES, AND (12) GENERAL SERVICE. EACH UNIT CONTAINS AN OUTLINE, OPERATIONS TO PERFORM, REFERENCES NEEDED, TEACHING AIDS, TEACHER DEMONSTRATION SUGGESTIONS, AND SAFETY PRECAUTIONS. THE AUTO SHOP POLICY, GENERAL REFERENCE MATERIAL, AND A BIBLIOGRAPHY ARE INCLUDED. (GEB)

VT 014 493
MCNABB, NANCY
COURSE OF STUDY FOR VOCATIONAL COSMETOLOGY.

MIDDLETOWN CITY SCHOOL DISTRICT, OHIO.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS CENTER, MIDDLETOWN CITY SCHOOLS, 1515 GIRARD AVENUE, MIDDLETOWN, OHIO 45042 ($0.50)
PUB DATE - 71 61P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; *COSMETOLOGY; *COSMETOLOGISTS; SERVICE OCCUPATIONS; HYGIENE; BIBLIOGRAPHIES; SECONDARY EDUCATION; GRADE 11; GRADE 12

ABSTRACT - THIS CURRICULUM GUIDE CONTAINS A 2-YEAR COURSE OF STUDY FOR ELEVENTH AND TWELFTH GRADE STUDENTS INTERESTED IN COSMETOLOGY. UNITS ARE: (1) ORIENTATION, (2) BACTERIOLOGY, STERILIZATION, AND SANITATION, (3) CARE AND TREATMENT OF HAIR, SKIN, AND NAILS, (4) SCIENCE OF COSMETOLOGY, AND (5) MANAGEMENT OF A BEAUTY SALON. UNITS CONTAIN A BRIEF DESCRIPTION, OBJECTIVES, CONTENT OUTLINE, VOCABULARY TERMS, SUGGESTED TEACHER-STUDENT ACTIVITIES, EVALUATION IDEAS, AUDIO-VISUAL RESOURCES, AND BIBLIOGRAPHY. A LISTING OF SUBJECT MATTER TOPICS BY WEEK FOR BOTH GRADES IS PROVIDED. (SB)

VT 014 494
WOOD, WILMA
COURSE OF STUDY FOR VOCATIONAL COMMERCIAL FOOD PREPARATION.

MIDDLETOWN CITY SCHOOL DISTRICT, OHIO.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS CENTER, MIDDLETOWN CITY SCHOOLS, 1515 GIRARD AVENUE, MIDDLETOWN, OHIO 45042 ($0.50)
PUB DATE - 71 19P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *FOOD SERVICE; FOOD SERVICE OCCUPATIONS; *FOODS INSTRUCTION; COOKING INSTRUCTION; EDUCATIONAL OBJECTIVES; EDUCATIONAL PHILOSOPHY; SECONDARY GRADES; SANITATION; *CURRICULUM GUIDES; BIBLIOGRAPHIES

ABSTRACT - THIS PUBLICATION LISTS DESIRED KNOWLEDGE AND SKILLS AND RELATED INSTRUCTIONAL SUGGESTIONS FOR TWO 1-YEAR

COURSES IN COMMERCIAL FOOD PREPARATION. IN ADDITION, THE PHILOSOPHY AND EDUCATIONAL OBJECTIVES OF MIDDLETOWN HIGH SCHOOL ARE PRESENTED, AND OHIO REGULATIONS AND RECOMMENDATIONS REGARDING STRUCTURE, CLEANLINESS, AND REPAIR OF FOOD SERVICE PREPARATION AREAS ARE PROVIDED. A BIBLIOGRAPHY OF TEXTBOOKS, REFERENCES, PAMPHLETS, AND AUDIOVISUAL MATERIALS IS INCLUDED. (SB)

VT 014 495
COULTER, GEORGE D.
COURSE OF STUDY FOR VOCATIONAL AUTO BODY REPAIR.

MIDDLETOWN CITY SCHOOL DISTRICT, OHIO.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS CENTER, MIDDLETOWN CITY SCHOOLS, 1515 GIRARD AVENUE, MIDDLETOWN, OHIO 45042 ($0.50)
PUB DATE - 71 29P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; SECONDARY GRADES; *AUTO BODY REPAIRMEN; *INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIES; *COURSE OBJECTIVES; TEACHING METHODS; REFERENCE MATERIALS; COURSE CONTENT; JOB SKILLS

ABSTRACT - DEVELOPED UNDER THE DIRECTION OF ADMINISTRATORS FOR VOCATIONAL EDUCATION, THIS CURRICULUM GUIDE IS FOR INSTRUCTOR USE IN TEACHING VOCATIONAL AUTO BODY REPAIR. THE PROGRAM IS DESIGNED FOR EIGHT 9-WEEK TERMS CONSISTING OF 1 HOUR RELATED CLASSROOM WORK AND 3 HOURS LABORATORY EXPERIENCE EACH DAY. SPECIFIC OBJECTIVES OF THE COURSE INCLUDE: (1) TO DEVELOP A PROFESSIONAL ATTITUDE, (2) TO ACQUIRE SELECTED BODY REPAIR SKILLS, (3) TO DEVELOP PRIDE IN GOOD WORKMANSHIP AND APPRECIATE CRAFTSMANSHIP, AND (4) TO UNDERSTAND THE TECHNIQUES AND PROCEDURES USED IN PLANNING AND OPERATING A PROFESSIONAL BUSINESS. FOLLOWING THE STATED PLAN OF INSTRUCTIONAL PRACTICES AND SHOP ORIENTATION AND ORGANIZATION PROCEDURES, THE COURSE OUTLINE IS PRESENTED. JOBS AND OPERATIONS AND RELATED INFORMATION IS OUTLINE FOR ALL PHASES OF AUTO BODY REPAIR. A BIBLIOGRAPHY IS INCLUDED. (GEB)

VT 014 496
BUSINESS EDUCATION CURRICULUM GUIDE.

KOKOMO-CENTER TOWNSHIP CONSOLIDATED SCHOOL CORP., IND. DEPT. OF BUSINESS AND OFFICE EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
KOKOMO-CENTER TOWNSHIP CONSOLIDATED, SCHOOL CORPORATION, ADMINISTRATION BLDG., 100 WEST LINCOLN ROAD, KOKOMO, INDIANA 46901 ($1.00)
PUB DATE - ND 112P.

DESCRIPTORS - *BUSINESS EDUCATION; *COURSE CONTENT; COURSE ORGANIZATION; *CURRICULUM GUIDES; PROGRAM DESCRIPTIONS; *OFFICE OCCUPATIONS EDUCATION; COOPERATIVE EDUCATION; DISTRIBUTIVE EDUCATION; SECONDARY EDUCATION; EDUCATIONAL OBJECTIVES; COURSE OBJECTIVES; TYPEWRITING; ACCOUNTING; STENOGRAPHY; BUSINESS ENGLISH; *RESOURCE UNITS

ABSTRACT - THIS DOCUMENT OUTLINES THE COURSES WHICH REPRESENT THE BUSINESS EDUCATION CURRICULUM AT KOKOMO HIGH SCHOOL. IN ADDITION TO OUTLINING SUBJECT MATTER, THE GUIDE IDENTIFIES TEXTBOOKS USED, COURSE OBJECTIVES, COURSE CREDIT, PREREQUISITES, COURSE REQUIREMENTS AND REFERENCE MATERIALS. COURSES OUTLINED INCLUDE: (1) BOOKKEEPING I, II, III, IV, (2) BUSINESS ARITHMETIC, (3) BUSINESS ENGLISH, (4) CLERICAL PRACTICE I AND II, (5) GENERAL BUSINESS I AND II, (6) SHORTHAND I, II, III, (7) TYPING I, II, III, IV, AND (8) INTRODUCTION TO DATA PROCESSING. CURRICULUMS ARE ALSO SUGGESTED FOR THE STENOGRAPHIC STUDENT, THE CLERICAL STUDENT, THE BOOKKEEPING STUDENT, AND THE DISTRIBUTIVE EDUCATION STUDENT. (JS)

VT 014 498
KENEL, FRANCIS C., ED.;
KRUEGER, EMILY A., ED.
A DRIVER EDUCATION MANUAL AND SUPPLEMENT FOR HIGH SCHOOL EDUCABLE MENTALLY RETARDED STUDENTS.

MILWAUKEE PUBLIC SCHOOLS, WIS. DIV. OF CURRICULUM AND INSTRUCTION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
MILWAUKEE PUBLIC SCHOOLS P.O. DRAWER 10K
MILWAUKEE, WISCONSIN 53201
PUB DATE - 69 87P.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM DEVELOPMENT; *MANUALS; TRAFFIC SAFETY; *DRIVER EDUCATION; TESTS; GUIDELINES; EDUCATIONAL OBJECTIVES; RESOURCE MATERIALS; *EDUCABLE MENTALLY HANDICAPPED; LEARNING ACTIVITIES

ABSTRACT - DEVELOPED THROUGH THE DEPARTMENTS OF EXCEPTIONAL EDUCATION AND DRIVER EDUCATION, THIS TEACHING GUIDE REFLECTS THE MOST RECENT DEVELOPMENTS IN TRAFFIC SAFETY RESEARCH RELATIVE TO EDUCABLE MENTALLY RETARDED (EMR) STUDENTS. MAJOR SECTIONS OF THE GUIDE ARE: (1) GUIDELINES FOR THE DEVELOPMENT OF THE PRE-EMR DRIVER EDUCATION PROGRAM, (2) ANALYSIS OF THE DRIVING TASK, (3) GENERAL OBJECTIVES FOR DRIVER EDUCATION, (4) EDUCABLE MENTALLY RETARDED DRIVER EDUCATION INSTRUCTIONAL PROGRAM, (5) SUGGESTED CLASSROOM INSTRUCTIONAL AREAS FOR USE WITH EMR STUDENTS, AND (6) SUPPORTIVE INSTRUCTIONAL MATERIALS. THE SUPPORTIVE INSTRUCTIONAL MATERIALS INCLUDE THE JAMESVILLE REVISED TEST, FILMS AND FILMSTRIPS, AND TRAFFIC SITUATIONS AND DIAGRAMS. A STUDENT MANUAL ACCOMPANIES THE TEACHING GUIDE AND DEALS WITH AN INSTRUCTIONAL PROGRAM OFFERED PRIOR TO ENROLLMENT IN THE REGULAR DRIVER EDUCATION COURSE. INCLUDED IN THIS MANUAL ARE 40 DIAGRAMED PROBLEMS INVOLVING SPECIFIC TRAFFIC SITUATIONS. A STUDENT ANSWER SHEET AS WELL AS A MASTER ANSWER SHEET IS PROVIDED. (JS)

VT 014 501
GLENN, C. STAN
LESSON PLANS, GRADES 7 AND 8.

HENDERSON COUNTY MIDDLE SCHOOL, KY.
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - DEC71 106P.

DESCRIPTORS - *LESSON PLANS; *VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; GRADE 7; GRADE 8; LANGUAGE ARTS; MATHEMATICS; SCIENCES; SOCIAL STUDIES; GUIDANCE FUNCTIONS; *CAREER EDUCATION; *RESOURCE MATERIALS

ABSTRACT - DEVELOPED BY A COORDINATOR, THESE LESSON PLANS ARE FOR INSTRUCTOR USE IN TEACHING VOCATIONAL EDUCATION IN GRADES 7 AND 8. CONTENTS INCLUDE: (1) NINE UNITS FOR THE LANGUAGE ARTS DEPARTMENT, (2) SEVEN UNITS FOR MATHEMATICS, (3) EIGHT FOR THE SCIENCE DEPARTMENT, (4) EIGHT FOR SOCIAL STUDIES, (5) THREE IN GUIDANCE, (6) 14 UNITS CONCERNING CAREER EDUCATION, AND (7) AN OUTLINE FOR CAREER EDUCATION AND GROUP GUIDANCE ACTIVITIES IN THE EIGHTH GRADE EXPLORATORY SESSIONS. EACH UNIT INCLUDES STATED OBJECTIVES, BEHAVIORAL OBJECTIVES, ASSIGNMENTS, NEEDED MATERIALS, AND EVALUATION SUGGESTIONS. LISTS OF RECOMMENDED BOOKS, INSTRUCTIONAL MATERIALS AND SPECIAL WORKERS ARE INCLUDED. (GEB)

VT 014 506
OWEN, MARGARET
COMMERCIALLY PREPARED MATERIALS. A "UNIVERSE MODEL" OF OCCUPATIONAL EDUCATION FOR PIKEVILLE, KENTUCKY, IN CONJUNCTION WITH THE PIKEVILLE MODEL CITIES PROGRAM.

KENTUCKY INDEPENDENT SCHOOL DISTRICT, PIKEVILLE.
EASTERN KENTUCKY UNIV., RICHMOND.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - DEC71 59P.PREPARED FOR PROJECT DIRECTOR'S CONFERENCE (COLUMBUS, OHIO, DECEMBER 13-14, 1971).

DESCRIPTORS - VOCATIONAL EDUCATION; *BIBLIOGRAPHIES; *CAREER EDUCATION; *RESOURCE MATERIALS; *INSTRUCTIONAL MATERIALS; *OCCUPATIONAL INFORMATION; PROGRAM DEVELOPMENT; VOCATIONAL COUNSELING

ABSTRACT - THE TWO SECTIONS OF THIS BIBLIOGRAPHY INCLUDE MATERIALS WHICH ARE USED IN THE CLASSROOM WITH STUDENTS AND MATERIALS WHICH HAVE BEEN USED BY TEACHERS, COUNSELORS, AND ADMINISTRATORS DURING INSERVICE PROGRAMS. LISTINGS FOR THE STUDENT MATERIALS ARE ARRANGED ALPHABETICALLY BY AUTHOR IN THE SUBJECT GROUPINGS OF: (1) AGRICULTURE, (2) COMMUNICATION, (3) CONSTRUCTION, (4) FAMILY, (5) FINANCE, (6) FISHERIES, (7) FORESTRY, (8) GENERAL, (9) GOVERNMENT, (10) GUIDANCE, (11) HOUSES, (12) MANUFACTURING, (13) MINERALS, (14) SERVICE, (15) TRANSPORTATION, (16) WHOLESALE AND RETAIL TRADE. THE REMAINDER OF THE BIBLIOGRAPHY INCLUDES: (1) DIRECTORY OF PUBLISHERS, (2) STAFF RESOURCES, (3) DIRECTORY OF BOOK PUBLISHERS LISTED IN STAFF RESOURCES, (4) FILMSTRIPS, (5) ADDRESSES OF FILMSTRIP PUBLISHERS, AND (6) ACTIVITY KITS - FLANNEL BOARDS, POSTERS, SUPPLIES, TRANSPARENCIES. THE BIBLIOGRAPHY SHOULD BE USEFUL IN REVIEWING RESOURCES RELATED TO OCCUPATIONAL OR CAREER EDUCATION PROGRAMS. (JS)

VT 014 507
CONSUMER AND HOME ECONOMICS EDUCATION WORK MATERIALS.

NORTHWESTERN STATE UNIV., NATCHITOCHES, LA. DEPT. OF HOME ECONOMICS.
LOUISIANA STATE DEPT. OF PUBLIC EDUCATION, BATON ROUGE. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 164P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *CONSUMER EDUCATION; WORKSHOPS; *CURRICULUM GUIDES; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; RESOURCE MATERIALS; FOODS INSTRUCTION; CLOTHING INSTRUCTION; FAMILY RELATIONSHIP; HOUSING

ABSTRACT - PREPARED BY COMMITTEES OF HOME ECONOMICS TEACHERS DURING A THREE-WEEK WORKSHOP, THIS BULLETIN IS FOR TEACHER USE IN PLANNING MORE EFFECTIVE CONSUMER AND HOME ECONOMICS PROGRAMS THAT MEET THE NEEDS OF INDIVIDUALS. MAJOR AREAS EMPHASIZED FOR GRADES 9-12 ARE: (1) CHILD DEVELOPMENT AND FAMILY RELATIONS, (2) CLOTHING AND TEXTILES, (3) FOODS AND NUTRITION, AND (4) HOUSING. AREAS ARE SUBDIVIDED BY GRADE LEVEL, AND EACH GRADE LEVEL CONTAINS GOALS, BEHAVIORAL OBJECTIVES, GENERALIZATIONS KEYED TO LEARNING ACTIVITIES, SUGGESTED TEACHING APPROACHES, AND RESOURCE MATERIALS. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 508, VT 014 540, AND VT 014 541 IN THIS ISSUE. (SB)

VT 014 508
CONSUMER EDUCATION CURRICULUM GUIDE FOR HOME ECONOMICS TEACHERS IN LOUISIANA. WORK MATERIAL.

LOUISIANA STATE UNIV., BATON ROUGE.
SOUTHEASTERN LOUISIANA COLL., HAMMOND.
SOUTHERN UNIV. AND AGRICULTURAL AND MECHANICAL COLL., BATON ROUGE, LA.
LOUISIANA STATE DEPT. OF PUBLIC EDUCATION, BATON ROUGE. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 447P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *CONSUMER EDUCATION; *CURRICULUM GUIDES; WORKSHOPS; MONEY MANAGEMENT; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL AIDS; EDUCATIONAL RESOURCES; EVALUATION TECHNIQUES; BIBLIOGRAPHIES

ABSTRACT - PREPARED BY HOME ECONOMICS STATE DEPARTMENT STAFF, UNIVERSITY FACULTY, AND SECONDARY TEACHERS, THIS CURRICULUM GUIDE IS DESIGNED TO ASSIST HOME ECONOMICS TEACHERS IN PLANNING AND TEACHING CONSUMER EDUCATION AS A SEPARATE UNIT FOR GRADES 8-12. MAJOR AREAS EMPHASIZED BY GRADE LEVEL ARE: (1) YOU AS CONSUMERS, (2) BUYING, (3) MANAGEMENT IN FAMILY LIVING, (4) UTILIZING FAMILY RESOURCES, (5) FAMILY FINANCE, AND (6) CONSUMER EDUCATION. EACH AREA CONTAINS AN OVERVIEW, MAJOR CONCEPTS, GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, SUBJECT MATTER CONTENT, LEARNING OPPORTUNITIES, RESOURCES, EVALUATION PROCEDURES, BIBLIOGRAPHY, AND SUPPLEMENTARY MATERIALS. AN INTRODUCTORY SECTION PROVIDES THE PHILOSOPHY

OF THE GUIDE AND A SCOPE AND SEQUENCE CHART. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 507, VT 014 540, AND VT 014 541 IN THIS ISSUE. (SB)

VT 014 509
BEYER, WILLIAM F. JR.; WRIGHT, M.E.
DRIVER AND TRAFFIC SAFETY EDUCATION PERFORMANCE CURRICULUM.

LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE. DRIVER EDUCATION CURRICULUM REVISION COMMITTEE.
DEPARTMENT OF TRANSPORTATION, WASHINGTON, D.C. NATIONAL HIGHWAY SAETY BUREAU.
LOUISIANA STATE DEPT. OF HIGHWAYS, BATON ROUGE. HIGHWAY SAFETY COMMISSION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 284P.

DESCRIPTORS - CURRICULUM GUIDES; *DRIVER EDUCATION; *TRAFFIC SAFETY; SECONDARY GRADES; ADULT EDUCATION; VEHICULAR TRAFFIC; *TRANSPORTATION; MOTOR VEHICLES; VOCATIONAL EDUCATION; SAFETY EDUCATION; *STATE CURRICULUM GUIDES; STUDENT ATTITUDES

ABSTRACT - THIS CURRICULUM GUIDE WAS PREPARED TO AID ADMINISTRATORS AND DRIVER EDUCATION INSTRUCTORS IN PROVIDING A COMPREHENSIVE PROGRAM OF DRIVER AND TRAFFIC SAFETY EDUCATION IN HIGH SCHOOL AND ADULT CLASSES. CONTENTS ARE DIVIDED INTO FIVE MAIN SECTIONS: (1) TEACHING AND LEARNING, WHICH SUGGESTS VARIOUS TEACHING TECHNIQUES, CONCEPTS AND VALUES TO BE TAUGHT, AND EVALUATION METHODS, (2) CLASSROOM INSTRUCTION, (3) LABORATORY INSTRUCTION, INCLUDING BOTH ON-STREET AND SIMULATED DRIVING INSTRUCTION, (4) ADMINISTRATIVE POLICIES, AND (5) REGULATIONS GOVERNING THE ISSUANCE OF SCHOOL INSTRUCTION PERMITS. THE MAJOR PORTION OF THE GUIDE IS THE CLASSROOM INSTRUCTION SECTION, CONSISTING OF 9 UNITS COVERING SUCH TOPICS AS: (1) MAN AND THE HIGHWAY TRANSPORTATION SYSTEM, (2) RESPONSIBILITIES IN TRAFFIC ENFORCEMENT AND ENGINEERING, (3) CONTROL OF THE VEHICLE, (4) MAINTENANCE AND OPERATION OF A VEHICLE, (5) INTERACTION WITH OTHER DRIVERS, (6) RESPONSE TO CRITICAL SITUATIONS, (7) DRIVER RESPONSIBILITY, (8) CONTROL OF HIGHWAY ACCIDENTS, AND (9) ANALYSIS OF THE HIGHWAY TRAFFIC SYSTEM. THE GUIDE STRESSES DEVELOPMENT OF POSITIVE STUDENT ATTITUDES TOWARD DRIVING. (AW)

VT 014 512
CAREERS UNLIMITED...SERVICES--PEOPLE ORIENTED--SOCIAL STUDIES.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 14P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEXTBOOKS; TEACHING GUIDES; EMPLOYMENT OPPORTUNITIES; *SOCIAL STUDIES; *SERVICE OCCUPATIONS

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS, AND SCIENCE NEEDED BY PERSONS IN PEOPLE-ORIENTED SERVICE CAREERS. THIS PARTICULAR DOCUMENT CONCERNS THE HELP THAT MAY BE FOUND THROUGH SOCIAL STUDIES. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE DEAL WITH THE SOCIAL PROBLEMS OF JOBS WITH THE JOB FAMILY, HOW THE JOB HAS CHANGED, AND THE FUTURE OF JOBS WITHIN THE FIELD. (GEB)

VT 014 513
CAREERS UNLIMITED...MANUFACTURING--SCIENCE.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 5P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEXTBOOKS; TEACHING GUIDES; *SCIENCE EDUCATION; *MANUFACTURING INDUSTRY; EDUCATIONAL NEEDS
IDENTIFIERS - *SKILL NEEDS

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS IN MANUFACTURING. THIS PARTICULAR DOCUMENT CONCERNS THE CONTRIBUTIONS SCIENCE MAKES TO MANUFACTURING INDUSTRIES. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE BECOMING FAMILIAR WITH SKILLS NEEDED, CHARACTERISTICS OF MATERIALS, MANUFACTURING'S RELATION TO THING-ORIENTED SERVICES, AND MACHINES AND EQUIPMENT USED. (GEB)

VT 014 514
CAREERS UNLIMITED...SERVICES--PEOPLE ORIENTED--MATHEMATICS.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 12P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEACHING GUIDES; EMPLOYMENT OPPORTUNITIES; EDUCATIONAL NEEDS; *MATHEMATICS; *SERVICE OCCUPATIONS; SKILL DEVELOPMENT

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS IN PEOPLE-ORIENTED SERVICE CAREERS. THIS PARTICULAR DOCUMENT CONCERNS MATHEMATICS FOR

WORKERS SUCH AS GOVERNMENT EMPLOYEES, POLICEMEN, FIREMEN, WAITERS, AND COOKS. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE THOSE CONCERNING JOB POSSIBILITIES, EDUCATION NEEDED FOR CERTAIN CAREERS, SKILL DEVELOPMENT, AND INVESTIGATING PAY SCALES. (GEB)

VT 014 515
CAREERS UNLIMITED...SERVICES--PEOPLE ORIENTED--ENGLISH.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 31P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEACHING GUIDES; EMPLOYMENT OPPORTUNITIES; EDUCATIONAL NEEDS; *SERVICE OCCUPATIONS; *ENGLISH; SKILL DEVELOPMENT

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS IN PEOPLE-ORIENTED SERVICE CAREERS. THIS PARTICULAR DOCUMENT CONCERNS THE NEEDS THAT PERSONS PREPARING FOR SERVICE CAREERS HAVE FOR ENGLISH. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE LEARNING ABOUT SKILLS NEEDED AND OPPORTUNITIES AVAILABLE IN JOBS IN OR AROUND PRIVATE HOMES, GOVERNMENT SERVICE, LAW ENFORCEMENT, FIRE PREVENTION, FOOD SERVICE, BEAUTY CULTURE, AND OTHER AREAS. (GEB)

VT 014 516
CAREERS UNLIMITED...STRUCTURAL WORK--SOCIAL STUDIES.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 8P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEXTBOOKS; TEACHING GUIDES; *BUILDING TRADES; EMPLOYMENT OPPORTUNITIES; JOB DEVELOPMENT; *SOCIAL STUDIES

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS DOING STRUCTURAL WORK. THIS PARTICULAR DOCUMENT CONCERNS THE CONTRIBUTIONS SOCIAL STUDIES CAN MAKE TO THESE PERSONS. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE STUDYING PAY SYSTEMS, HOW MATERIALS AND ORGANIZATIONS HAVE CHANGED, DEVELOPMENTS OF THE TRADE, AND EFFECTS OF POPULATION SHIFTS. (GEB)

VT 014 517
CAREERS UNLIMITED...ENTERTAINMENT AND COMMUNICATIONS--ENGLISH.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 16P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEXTBOOKS; TEACHING GUIDES; *ENGLISH; *COMMUNICATIONS; GRAPHIC ARTS; HOUSEWIVES
IDENTIFIERS - *ENTERTAINMENT INDUSTRY

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS IN ENTERTAINMENT AND COMMUNICATIONS. THIS PARTICULAR DOCUMENT CONCERNS THE CONTRIBUTIONS ENGLISH CAN MAKE TO PERSONS IN THESE INDUSTRIES. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE THOSE CONCERNED WITH CAREERS IN SPORTS, THE PERFORMING ARTS, RADIO AND TELEVISION, GRAPHIC ARTS, ADVERTISING, AND THE DUTIES OF A HOUSEWIFE. (GEB)

VT 014 518
CAREERS UNLIMITED...ENTERTAINMENT AND COMMUNICATIONS--SCIENCE.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 4P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEXTBOOKS; TEACHING GUIDES; *SCIENCE EDUCATION; *COMMUNICATIONS
IDENTIFIERS - *ENTERTAINMENT INDUSTRY

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS IN ENTERTAINMENT AND COMMUNICATIONS. THIS PARTICULAR DOCUMENT CONCERNS HOW SCIENCE RELATES TO WORK IN THESE AREAS. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE RECOGNIZING THE DEPENDENCE OF SOCIETY UPON MECHANIZED COMMUNICATIONS NETWORKS, AND REALIZING THE EXISTENCE OF SCIENTIFIC BODIES OF KNOWLEDGE. (GEB)

VT 014 519
THE WORLD OF WORK. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 83P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; SUPPLEMENTARY TEXTBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *JOBS
IDENTIFIERS - *WORLD OF WORK

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH THE WORLD OF WORK. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES ARE INCLUDED FOR FIVE LESSONS. A PRETEST, POSTTEST, SOCIAL SECURITY INFORMATION, INTERVIEW SHEETS, INFORMATION REGARDING LABOR UNIONS AND LAWS, APPLICATION BLANKS, AND A GLOSSARY ARE APPENDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 520
GENERAL MECHANICAL TRADES. A CURRICULUM GUIDE.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 270P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; SAFETY; MEASUREMENT; DRAFTING; WELDING; POWER MECHANICS; METALS; EQUIPMENT MAINTENANCE; *TEACHING GUIDES; *BEHAVIORAL OBJECTIVES; *INSTRUCTIONAL MATERIALS; TESTS

ABSTRACT - THROUGH THE COOPERATION OF PERSONNEL IN THE STATE DEPARTMENTS OF AGRICULTURE AND TRADE AND INDUSTRIAL EDUCATION PLUS TEACHERS IN THESE AREAS, THIS CURRICULUM GUIDE WAS DEVELOPED TO AID INSTRUCTORS IN TEACHING VARIOUS MECHANICAL TRADES. UNITS INCLUDED IN SEVEN AREAS ARE: (1) SAFETY, (2) BASIC MEASUREMENT, (3) BLUEPRINT READING, (4) BECOMING A GOOD LEADER, (5) GAS WELDING, (6) OXYACETYLENE FUSION WELDING AND BRAZING, (7) ARC WELDING, (8) POSITION WELDING, (9) ENGINE OPERATION, (10) SERVICING SMALL ENGINES, (11) REPAIRING AND SHARPENING TOOLS, AND (12) METAL WORK. EACH INSTRUCTIONAL UNIT INCLUDES BEHAVIORAL OBJECTIVES, SUGGESTED ACTIVITIES FOR TEACHERS AND STUDENTS, INFORMATION SHEETS, ASSIGNMENT SHEETS, JOB SHEETS, VISUAL AIDS, TESTS, AND ANSWERS TO THE TEST. LINE DRAWINGS ARE USED FOR ILLUSTRATIONS. (GE8)

VT 014 521
HOME AND COMMUNITY SERVICES. A CURRICULUM GUIDE.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 263P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; CURRICULUM GUIDES; *FOOD SERVICE; *CLOTHING; *CHILD CARE; *TEACHING GUIDES; BEHAVIORAL OBJECTIVES; INSTRUCTIONAL MATERIALS; TESTS; ANSWER KEYS; DISADVANTAGED YOUTH; CHILD CARE WORKERS; FOOD SERVICE WORKERS

ABSTRACT - DEVELOPED THROUGH THE COMBINED EFFORTS OF INSTRUCTORS, STATE DEPARTMENT OFFICIALS, AND OTHERS, THIS TEACHING GUIDE WAS DESIGNED TO AID INSTRUCTORS IN TEACHING HOME AND COMMUNITY SERVICES TO DISADVANTAGED YOUTH. UNITS IN THIS DOCUMENT ARE PRESENTED FOR THE AREAS OF: (1) CHILD CARE SERVICES, (2) CLOTHING SERVICES, AND (3) FOOD SERVICES. EACH INSTRUCTIONAL UNIT INCLUDES BEHAVIORAL OBJECTIVES, SUGGESTED ACTIVITIES FOR TEACHERS AND STUDENTS, INFORMATION SHEETS, ASSIGNMENT SHEETS, JOB SHEETS, VISUAL AIDS, TESTS, AND ANSWERS TO THE TEST. A REVISED VERSION, TO BE PUBLISHED IN 1972, WILL INCLUDE ADDITIONAL AREAS. (GEB)

VT 014 522
INSTRUCTIONAL MATERIALS VOCATIONAL-RELATED MATH. COORDINATED VOCATIONAL EDUCATION TRAINING, PRELIMINARY DRAFT.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 352P.PREPARED AT THE TRAINING INST. FOR TEACHERS OF THE HANDICAPPED (DURANT, OKLA., JULY 5-16, 1971).

DESCRIPTORS - MATHEMATICS MATERIALS; *MATHEMATICAL CONCEPTS; *VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; *WORKBOOKS; STUDY GUIDES; TEACHING GUIDES; *EDUCATIONAL OBJECTIVES; TEXTBOOK ASSIGNMENTS; INDIVIDUALIZED INSTRUCTION; TESTS; ANSWER KEYS; HANDICAPPED STUDENTS

ABSTRACT - PREPARED DURING A TRAINING INSTITUTE FOR TEACHERS OF THE HANDICAPPED, THIS WORKBOOK WAS DESIGNED FOR STUDENTS AND INSTRUCTORS OF VOCATIONAL MATH COURSES. CONTENTS INCLUDE 22 UNITS UNDER THE TOPICS: (1) WHOLE NUMBER CONCEPTS, (2) FRACTION CONCEPTS, (3) DECIMAL CONCEPTS, AND (4) SPECIAL CONCEPTS. EACH UNIT CONTAINS STATED TERMINAL OBJECTIVES, SPECIFIC OBJECTIVES, SUGGESTED ACTIVITIES, INSTRUCTIONAL MATERIAL, INFORMATION SHEETS, ASSIGNMENT SHEETS, ANSWERS TO ASSIGNMENT SHEETS, TESTS, AND ANSWERS TO THE TESTS. LISTS OF MATH SKILL LEVELS, BASIC MATHEMATICS CONCEPTS, SUGGESTED REFERENCES FOR MATH SKILL, AND OBJECTIVES FOR OTHER UNITS ARE APPENDED. (GEB)

VT 014 523
INSTRUCTIONAL MATERIALS VOCATIONAL RELATED SOCIAL STUDIES. COORDINATED VOCATIONAL EDUCATION TRAINING, PRELIMINARY DRAFT.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 210P.PREPARED AT THE TRAINING INST. FOR TEACHERS OF THE HANDICAPPED (DURANT, OKLA., JULY 15-16, 1971).

DESCRIPTORS - *SOCIAL STUDIES UNITS; *VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; OCCUPATIONAL INFORMATION; *WORKBOOKS; STUDY GUIDES; TEACHING GUIDES; *EDUCATIONAL OBJECTIVES; TEXTBOOK ASSIGNMENTS; INDIVIDUALIZED INSTRUCTION; TESTS; ANSWER KEYS; HANDICAPPED STUDENTS

ABSTRACT - PREPARED DURING A TRAINING INSTITUTE FOR TEACHERS OF THE HANDICAPPED, THIS WORKBOOK WAS DESIGNED FOR STUDENTS AND INSTRUCTORS OF VOCATIONAL SOCIAL STUDIES COURSES. CONTENTS INCLUDE 23 UNITS UNDER THE TOPICS: (1) INDUSTRY IN OKLAHOMA, (2) GENERAL VOCATIONAL SOCIAL STUDIES, AND (3) REPRINTS FROM VOCATIONAL INSTRUCTIONAL MATERIALS. SAMPLE UNIT TITLES ARE: (1) THE CATTLE INDUSTRY, (2) LOCAL INDUSTRY, (3) YOUR CHECKING ACCOUNT, (4) ELECTRIC WIRE SIZES, (5) BUDGETING, (6) EMPLOYER EXPECTATIONS, AND (7) SALARY AND DEDUCTIONS. EACH UNIT CONTAINS STATED TERMINAL AND SPECIFIC OBJECTIVES, SUGGESTED ACTIVITIES, INSTRUCTIONAL MATERIALS, INFORMATION SHEETS, ASSIGNMENT SHEETS, TESTS, AND ANSWERS TO THE TESTS. (GEB)

VT 014 524
INSTRUCTIONAL MATERIALS VOCATIONAL RELATED ENGLISH. PRELIMINARY DRAFT.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 275P.PREPARED AT THE TRAINING INST. FOR TEACHERS OF THE HANDICAPPED (DURANT, OKLA., JULY 5-16, 1971).

DESCRIPTORS - *ENGLISH PROGRAMS; *VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; OCCUPATIONAL INFORMATION; *WORKBOOKS; STUDY GUIDES; TEACHING GUIDES; *EDUCATIONAL OBJECTIVES; TEXTBOOK ASSIGNMENTS; INDIVIDUALIZED INSTRUCTION; TESTS; ANSWER KEYS; HANDICAPPED STUDENTS

ABSTRACT - PREPARED DURING A TRAINING INSTITUTE FOR TEACHERS OF THE HANDICAPPED, THIS WORKBOOK WAS DESIGNED FOR STUDENTS AND INSTRUCTORS OF VOCATIONAL ENGLISH COURSES. CONTENTS INCLUDE 19 UNITS UNDER THE TOPICS: (1) GRAMMAR CONCEPTS, (2) GENERAL VOCATIONAL ENGLISH, AND (3) REPRINTS FROM VOCATIONAL INSTRUCTIONAL MATERIALS. SAMPLE UNIT TITLES ARE: (1) CAPITALIZATION, (2) SIMPLE PREDICATE, (3) READING A NEWSPAPER, (4) BLUEPRINTING, (5) SOCIAL SECURITY CARD, AND (6) GOING ON A JOB INTERVIEW. EACH UNIT CONTAINS STATED TERMINAL AND SPECIFIC OBJECTIVES, SUGGESTED ACTIVITIES, INSTRUCTIONAL MATERIALS, INFORMATION SHEETS, ASSIGNMENT SHEETS, ANSWERS TO THE ASSIGNMENT SHEETS, TESTS, AND ANSWERS TO THE TESTS. SAMPLE VOCATIONAL UNITS WITH SUGGESTED ENGLISH ACTIVITIES, A SAMPLE SPELLING UNIT, SPECIFIC OBJECTIVES AND SUGGESTED ACTIVITIES FOR PUNCTUATION UNITS, AND SUGGESTED REFERENCES FOR COMMUNICATIONS SKILLS ARE APPENDED. (GEB)

VT 014 525
KEITCH, LA VONNE
CLERICAL OFFICE PRACTICE--BUSINESS EDUCATION.

BELOIT PUBLIC SCHOOLS, WIS.
MF AVAILABLE IN VT-ERIC SET.
BELOIT PUBLIC SCHOOLS 220 W. GRAND AVE.
BELOIT, WISCONSIN 53511 ($1.50)
PUB DATE - AUG70 31P.

DESCRIPTORS - *CURRICULUM GUIDES; *OFFICE OCCUPATIONS EDUCATION; *OFFICE PRACTICE; OFFICE OCCUPATIONS; BUSINESS EDUCATION; CLERICAL OCCUPATIONS; BUSINESS SUBJECTS; GRADE 12; *OFFICE MACHINES; *BUSINESS SKILLS

ABSTRACT - THIS GUIDE IS INTENDED PRIMARILY TO AID TWELFTH GRADE STUDENTS IN DEVELOPING THE POSITIVE CHARACTER TRAITS AND BASIC VOCATIONAL SKILLS NEEDED FOR ENTRY LEVEL OFFICE WORK FOLLOWING HIGH SCHOOL GRADUATION. CONTENT IS DIVIDED INTO 15 UNITS, INCLUDING: (1) USING SECRETARIAL EQUIPMENT, (2) BUSINESS COMMUNICATION SKILLS AND SERVICES, (3) BUSINESS DOCUMENTS, (4) RECORD KEEPING, (5) FILING AND USE OF PRACTICE SETS, (6) BUSINESS MACHINE ORIENTATION AND SKILL DEVELOPMENT, (7) TRAVEL AND TRANSPORTATION, AND (8) JOB FINDING AND SUCCESS. SUGGESTIONS ARE GIVEN FOR PRESENTING THE MATERIAL, TIME SCHEDULING, AND EVALUATION, FOLLOWED BY LISTINGS OF REQUIRED OR RECOMMENDED CLASSROOM EQUIPMENT AND INSTRUCTIONAL MATERIALS, INCLUDING BOOKS, WORKBOOKS, REFERENCES, AND AUDIO-VISUAL AIDS. THE SUGGESTED CONTENT ORGANIZATION IS KEYED TO THE REQUIRED TEXT, "APPLIED SECRETARIAL PRACTICE," FIFTH EDITION, AVAILABLE FROM THE GREGG PUBLISHING CO., MCGRAW-HILL BOOK COMPANY, NEW YORK. (AW)

VT 014 526
GENERAL CONSTRUCTION TRADES. A CURRICULUM GUIDE.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 305P.

DESCRIPTORS - *CONSTRUCTION INDUSTRY; *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS; BEHAVIORAL OBJECTIVES; TESTS; SAFETY; HAND TOOLS; MEASUREMENT; BLUEPRINTS; ELECTRICITY; WOODWORKING; PLUMBING; CEMENT INDUSTRY; PAINTING; *STATE CURRICULUM GUIDES; SECONDARY GRADES; COURSE OBJECTIVES
IDENTIFIERS - OKLAHOMA

ABSTRACT - DEVELOPED BY STATE DEPARTMENT OFFICIALS, TEACHERS, AND GENERAL CONSTRUCTION TRADES PERSONNEL, THIS CURRICULUM GUIDE IS DESIGNED FOR INSTRUCTOR USE IN TEACHING THE GENERAL CONSTRUCTION TRADES IN VOCATIONAL EDUCATION. THE PROGRAM INCLUDES VOCATIONAL

INSTRUCTION SO THAT STUDENTS MAY LEARN A SKILL WHILE ALSO AQUIRING BASIC KNOWLEDGE IN THE RELATED FIELDS OF MATH, SCIENCE, ENGLISH, AND SOCIAL STUDIES. EACH OF THE 13 INSTRUCTIONAL UNITS INCLUDES TERMINAL AND SPECIFIC MEASURABLE OBJECTIVES, SUGGESTED ACTIVITIES, INFORMATION SHEETS, ASSIGNMENT SHEETS, JOB SHEETS, TRANSPARENCY MASTERS, A QUIZ, AND ANSWERS TO THE QUIZ. THE UNITS ARE INCLUDED UNDER THE FOLLOWING TOPICS: (1) SAFETY AND TOOLS, (2) MEASURING AND BLUEPRINT READING, (3) LEADERSHIP, (4) CARPENTRY, (5) CONCRETE, (6) PLUMBING, (7) PAINTING, AND (8) ELECTRICITY. THE DOCUMENT IS COLOR CODED FOR EASY IDENTIFICATION OF THE SECTIONS WITHIN EACH UNIT. (GEB)

VT 014 534 ED 058 443
GOODMAN, CARL
COMMUNITY RESOURCES IN THE SOUTH SUBURBAN AREA; A SYLLABUS. CAREER OPTIONS RESEARCH AND DEVELOPMENT.

PRAIRIE STATE COLL., CHICAGO HEIGHTS, ILL.
YMCA OF METROPOLITAN CHICAGO, ILL.
NATIONAL CENTER FOR EDUCATIONAL RESEARCH AND DEVELOPMENT (DHEW/OE), WASHINGTON, D.C. DIV. OF COMPREHENSIVE AND VOCATIONAL EDUCATION
EDRS PRICE MF-$0.65 HC-$3.29.
OEG-0-8-070329-3694(085) 08
BR-7-0329
PUB DATE - SEP71 76P.

DESCRIPTORS - *HUMAN SERVICES; SOCIAL SERVICES; *CORE CURRICULUM; MENTAL HEALTH; *TEXTBOOKS; *COMMUNITY RESOURCES; *SUBPROFESSIONALS; COMMUNITY SERVICES; JUNIOR COLLEGES; COMMUNITY COLLEGES; MANUALS; CURRICULUM GUIDES
IDENTIFIERS - CHICAGO

ABSTRACT - IN ADDITION TO PROVIDING CURRENT INFORMATION ON RESOURCES IN HEALTH, EDUCATION, AND WELFARE AVAILABLE TO RESIDENTS OF THE SOUTH SUBURBAN SECTOR OF THE CHICAGO METROPOLITAN AREA, THIS MANUAL ALSO SERVES AS A BASIC TEXT FOR A HUMAN SERVICES CORE CURRICULUM COURSE IN COMMUNITY RESOURCES WHICH IS REQUIRED OF STUDENTS PREPARING TO BECOME SOCIAL SERVICE AND MENTAL HEALTH AIDES. INCLUDED IN THE MANUAL IS A LISTING OF THE COMMUNITY RESOURCES BY PROBLEM OR TOPIC AREA SUCH AS: (1) ABUSED CHILDREN, (2) ALCOHOLISM, (3) BLINDNESS, (4) DAY CARE CENTERS, (5) HOME CARE SERVICES, (6) HOUSING, (7) INFANT CARE, (8) OLD AGE, (9) RESIDENTIAL TREATMENT AND CARE, AND (10) UNWED MOTHERS. IN ADDITION, EACH COMMUNITY RESOURCE IS FURTHER DESCRIBED IN TERMS OF PURPOSES, ADMINISTRATOR'S NAME, ELIGIBILITY, FEES AND SERVICES, SPONSORS, ADDRESS AND TELEPHONE NUMBER, AREA SERVED, AND PROCEDURE FOR OBTAINING SERVICES. AN INTRODUCTORY SECTION DISCUSSES THE REFERENCE AND TRAINING FUNCTIONS OF THE MANUAL AND THE AREA SERVED. (SB)

VT 014 540
OCCUPATIONAL TRAINING CURRICULUM GUIDE FOR HOME ECONOMICS. WORK MATERIAL.

UNIVERSITY OF SOUTHWESTERN LOUISIANA, LAFAYETTE.
FRANCIS T. NICHOLLS STATE UNIV., THIBODAUX.
LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 245P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *CURRICULUM GUIDES; CHILD CARE WORKERS; CHILD CARE OCCUPATIONS; DAY CARE SERVICES; FOOD SERVICE WORKERS; FOOD SERVICE OCCUPATIONS; CLOTHING; CLOTHING MAINTENANCE SPECIALISTS; MAIDS; *SERVICE OCCUPATIONS; *SUBPROFESSIONALS; SECONDARY GRADES; HIGH SCHOOL CURRICULUM; GUIDELINES; PROGRAM PLANNING; *RESOURCE UNITS

ABSTRACT - PREPARED BY HOME ECONOMICS TEACHERS DURING A THREE-WEEK WORKSHOP, THIS CURRICULUM GUIDE CONTAINS WORK MATERIALS FOR TEACHER USE IN PLANNING TRAINING PROGRAMS PRIMARILY FOR ELEVENTH AND TWELFTH GRADE STUDENTS BUT MAY BE USED FOR OUT-OF-SCHOOL YOUTH AND ADULTS. RESOURCE UNITS ARE PROVIDED FOR THESE AREAS: (1) CHILD CARE, (2) CLOTHING, (3) FOODS, AND (4) HOUSEKEEPING. UNITS CONTAIN GENERAL OBJECTIVES, SUPPLEMENTARY MATERIALS, AND CONCEPTS WITH ACCOMPANYING GENERALIZATIONS, BEHAVIORAL OBJECTIVES, LEARNING OPPORTUNITIES, AND RESOURCES. AN INTRODUCTORY SECTION DISCUSSES THE DEVELOPMENT OF THE GUIDE, PROVIDES GUIDELINES FOR ESTABLISHING OCCUPATIONAL PROGRAMS, AND CONTAINS A GLOSSARY OF TERMS. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 507, VT 014 508, AND VT 014 541 IN THIS ISSUE. (SB)

VT 014 541
A REPORT OF WORKSHOP ON IMPROVING LEARNING FOR THE DISADVANTAGED IN HOME ECONOMICS IN LOUISIANA. WORK MATERIALS.

LOUISIANA POLYTECHNIC INST., RUSTON.
GRAMBLING COLL., LA.
NORTHEAST LOUISIANA UNIV., MONROE.
LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 118P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *WORKSHOPS; *DISADVANTAGED YOUTH; *CURRICULUM DEVELOPMENT; INSTRUCTIONAL AIDS; *UNITS OF STUDY (SUBJECT FIELDS); RESOURCE UNITS; LEARNING MOTIVATION; STUDENT MOTIVATION; LEARNING ACTIVITIES; LEARNING CHARACTERISTICS; STUDENT CHARACTERISTICS; FAMILY CHARACTERISTICS; TEACHER EDUCATION; CLASSROOM ENVIRONMENT; DISADVANTAGED ENVIRONMENT; FAMILY ENVIRONMENT

ABSTRACT - A 3-WEEK WORKSHOP WAS HELD TO PROVIDE 22 HOME ECONOMICS TEACHERS WITH AN OPPORTUNITY TO STUDY THE NATURE OF THE DISADVANTAGED AND PROVIDE INFORMATION FOR TEACHERS TO USE TO IMPROVE LEARNING BY THE DISADVANTAGED. WORKSHOP ACTIVITIES INCLUDED A PRESENTATION OF "THE DISADVANTAGED CHILD" BY J. FROST FOLLOWED BY GROUP WORK SESSIONS WHICH CONCENTRATED STUDY IN THESE AREAS: (1) NATURE OF THE DISADVANTAGED, WHICH DISCUSSED CHARACTERISTICS, PROBLEMS AND NEEDS, ROLE OF PARENTS, AND STRENGTHS OF THE DISADVANTAGED, (2) PRINCIPLES OF LEARNING APPLIED TO THE

DISADVANTAGED, WHICH DISCUSSED THE INFLUENCES OF ENVIRONMENTAL FACTORS AND CHARACTERISTICS OF THE DISADVANTAGED ON THE CLASSROOM LEARNING ENVIRONMENT, THE INSTRUCTIONAL PROGRAM, AND TEACHER'S ROLE, (3) MOTIVATION AND TEACHING AIDS, WHICH DISCUSSED THE NATURE OF MOTIVATION, THE TEACHER'S ROLE, METHODS AND TECHNIQUES FOR MOTIVATING STUDENTS, AND EXAMPLES AND USES OF SEVERAL TYPES OF TEACHING AIDS, AND (4) CURRICULUM DEVELOPMENT, WHICH DISCUSSED PLANNING PRINCIPLES AND FACTORS INDICATING A NEED FOR CURRICULUM CHANGE AND WHICH DEVELOPED TWO RESOURCE UNITS, "RESTYLING, ALTERING, AND REPAIRING CLOTHES" AND "COMPLEXION AND HAIR CARE FOR TEENAGERS." THE UNITS INCLUDE GENERAL INFORMATION, DESCRIPTION, SUBJECT MATTER OUTLINE, OBJECTIVES, ACTIVITIES, TEACHING AIDS, AND REFERENCES. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 507, VT 014 508, AND VT 014 540 IN THIS ISSUE. (SB)

VT 014 542   ED 058 444
VOCATIONAL INSTRUCTIONAL MATERIALS FOR AGRICULTURE AVAILABLE FROM FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL LAB.,
PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
(STOCK NO. 1780-0836, $1.50)
PUB DATE - AUG71 135P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *AGRICULTURAL EDUCATION; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; EDUCATIONAL RESOURCES; VOCATIONAL EDUCATION; CAREER EDUCATION; OCCUPATIONAL GUIDANCE; HANDICAPPED STUDENTS; VOCATIONAL COUNSELING; DISADVANTAGED GROUPS; TEACHER EDUCATION; *FEDERAL GOVERNMENT
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS FOR AGRICULTURAL EDUCATION WHICH WERE PRODUCED BY FEDERAL AGENCIES AND APPROPRIATE FOR THESE SUBJECT MATTER AREAS: (1) PRODUCTION, (2) SUPPLIES AND SERVICES, (3) MECHANICS, (4) AGRICULTURAL PRODUCTS, (5) ORNAMENTAL HORTICULTURE, (6) NATURAL RESOURCES, AND (7) FORESTRY. WHERE POSSIBLE, THOSE SUBJECT MATTER AREAS ARE FURTHER SUBDIVIDED INTO SPECIFIC OCCUPATIONAL AREAS. IN ADDITION TO THE AGRICULTURE AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE GENERAL APPLICATION TO ANY VOCATIONAL AREA ARE CLASSIFIED INTO THESE CATEGORIES: (1) BASIC EDUCATION, (2) RELATED EDUCATION, (3) GUIDANCE AND COUNSELING, (4) TEACHER EDUCATION, AND (5) DISADVANTAGED/HANDICAPPED: INTERNAL AND EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN INTRODUCTORY SECTION EXPLAINS THE CODING SYSTEM, LOCATING AND ORDERING MATERIALS, AND INTERPRETING CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 543-VT 014 548. (SB)

VT 014 543   ED 058 445
VOCATIONAL INSTRUCTIONAL MATERIALS FOR HEALTH OCCUPATIONS EDUCATION AVAILABLE FROM FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL LAB.,
PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$3.29.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
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PUB DATE - AUG71 87P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *HEALTH OCCUPATIONS EDUCATION; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; VOCATIONAL EDUCATION; EDUCATIONAL RESOURCES; CAREER EDUCATION; OCCUPATIONAL GUIDANCE; HANDICAPPED STUDENTS; VOCATIONAL COUNSELING; DISADVANTAGED GROUPS; TEACHER EDUCATION; HEALTH OCCUPATIONS; *FEDERAL GOVERNMENT
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS FOR HEALTH OCCUPATIONS EDUCATION WHICH WERE PRODUCED BY FEDERAL AGENCIES AND ARE APPROPRIATE FOR THESE SUBJECT MATTER AREAS: (1) DENTISTRY, (2) MEDICAL LABORATORY TECHNOLOGY, (3) NURSING, (4) REHABILITATION, (5) RADIOLOGY, (6) OPTHALMOLOGY, (7) ENVIRONMENTAL HEALTH, AND (8) MENTAL HEALTH TECHNOLOGY. WHERE POSSIBLE, THESE SUBJECT MATTER AREAS ARE FURTHER SUBDIVIDED INTO SPECIFIC OCCUPATIONAL AREAS. IN ADDITION TO THE HEALTH OCCUPATIONS AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE GENERAL APPLICATION TO ANY VOCATIONAL EDUCATION AREA ARE CLASSIFIED INTO THESE CATEGORIES: (1) BASIC EDUCATION, (2) RELATED EDUCATION, (3) GUIDANCE AND COUNSELING, (4) TEACHER EDUCATION, AND (5) DISADVANTAGED/HANDICAPPED: INTERNAL, AND EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN INTRODUCTORY SECTION EXPLAINS THE CODING SYSTEM, LOCATING AND ORDERING MATERIALS, AND INTERPRETING CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 542-VT 014 548. (SB)

VT 014 544   ED 058 446
VOCATIONAL INSTRUCTIONAL MATERIALS FOR OFFICE OCCUPATIONS AVAILABLE FROM FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL LAB.,
PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$3.29.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
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PUB DATE - AUG71 88P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *OFFICE OCCUPATIONS EDUCATION; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; EDUCATIONAL RESOURCES; VOCATIONAL EDUCATION; CAREER EDUCATION; OCCUPATIONAL GUIDANCE; HANDICAPPED STUDENTS; VOCATIONAL COUNSELING; DISADVANTAGED GROUPS; TEACHER EDUCATION;

OFFICE OCCUPATIONS; *FEDERAL GOVERNMENT; BUSINESS EDUCATION
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS FOR OFFICE OCCUPATIONS EDUCATION WHICH WERE PRODUCED BY FEDERAL AGENCIES AND ARE APPROPRIATE FOR THESE SUBJECT MATTER AREAS: (1) ACCOUNTING AND COMPUTING, (2) DATA PROCESSING, (3) FILING, OFFICE MACHINES, AND GENERAL OFFICE, (4) INFORMATION COMMUNICATION, (5) MATERIALS SUPPORT, (6) PERSONNEL, TRAINING, AND RELATED OCCUPATIONS, (7) STENOGRAPHIC, SECRETARIAL, AND RELATED OCCUPATIONS, (8) SUPERVISION AND ADMINISTRATIVE MANAGEMENT, AND (9) TYPING AND RELATED OCCUPATIONS. WHERE POSSIBLE, THESE SUBJECT MATTER AREAS ARE FURTHER SUBDIVIDED INTO SPECIFIC OCCUPATIONAL AREAS. IN ADDITION TO THE OFFICE OCCUPATIONS AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE GENERAL APPLICATION TO ANY VOCATIONAL AREA ARE CLASSIFIED INTO THESE CATEGORIES: (1) BASIC EDUCATION, (2) GUIDANCE AND COUNSELING, (3) TEACHER EDUCATION, AND (4) DISADVANTAGED/HANDICAPPED: INTERNAL AND EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN INTRODUCTORY SECTION EXPLAINS THE CODING SYSTEM, LOCATING AND ORDERING MATERIALS, AND INTERPRETING CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 542-VT 014 548. (SB)

VT 014 545 ED 058 447
VOCATIONAL INSTRUCTIONAL MATERIALS FOR HOME ECONOMICS AVAILABLE FROM FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL LAB., PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$3.29.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (STOCK NO. 1780-0839, $1.25)
PUB DATE - AUG71 93P.

DESCRIPTORS - OCCUPATIONAL HOME ECONOMICS; HOMEMAKING EDUCATION; *HOME ECONOMICS EDUCATION; *ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; EDUCATIONAL RESOURCES; VOCATIONAL EDUCATION; CAREER EDUCATION; OCCUPATIONAL GUIDANCE; HANDICAPPED STUDENTS; VOCATIONAL COUNSELING; DISADVANTAGED GROUPS; TEACHER EDUCATION; HOMEMAKING SKILLS; *FEDERAL GOVERNMENT
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS FOR HOME ECONOMICS EDUCATION WHICH WERE PRODUCED BY FEDERAL AGENCIES AND ARE APPROPRIATE FOR THESE AREAS: (1) PREPARATION FOR PERSONAL, HOME, AND FAMILY LIVING, AND (2) PREPARATION FOR OCCUPATIONS UTILIZING HOME ECONOMICS KNOWLEDGE AND SKILLS. BOTH AREAS ARE FURTHER SUBDIVIDED INTO SPECIFIC SUBJECT MATTER AREAS. IN ADDITION TO THE HOME ECONOMICS AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE GENERAL APPLICATION TO ANY VOCATIONAL AREA ARE CLASSIFIED INTO THESE CATEGORIES: (1) BASIC EDUCATION, (2) RELATED EDUCATION, (3) GUIDANCE AND COUNSELING, (4) TEACHER EDUCATION, AND (5) DISADVANTAGED/HANDICAPPED: INTERNAL AND EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN INTRODUCTORY SECTION EXPLAINS THE CODING SYSTEM, LOCATING AND ORDERING MATERIALS, AND INTERPRETING CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 542-VT 014 548. (SB)

VT 014 546 ED 058 448
VOCATIONAL INSTRUCTIONAL MATERIALS FOR DISTRIBUTIVE EDUCATION AVAILABLE FROM FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL LAB., PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (STOCK NO. 1780-0837, $1.25)
PUB DATE - AUG71 104P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *DISTRIBUTIVE EDUCATION; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; EDUCATIONAL RESOURCES; VOCATIONAL EDUCATION; OCCUPATIONAL GUIDANCE; HANDICAPPED STUDENTS; VOCATIONAL COUNSELING; DISADVANTAGED GROUPS; TEACHER EDUCATION; *FEDERAL GOVERNMENT
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS FOR DISTRIBUTIVE EDUCATION WHICH WERE PRODUCED BY FEDERAL AGENCIES AND ARE APPROPRIATE FOR THESE SUBJECT MATTER AREAS: (1) ADVERTISING, (2) APPAREL AND ACCESSORIES, (3) AUTOMOTIVE, (4) FINANCE AND CREDIT, (5) FOOD DISTRIBUTION AND SERVICES, (6) GENERAL MERCHANDISE, (7) FLORISTRY, (8) HARDWARE, BUILDING MATERIALS, FARM, AND GARDEN, (9) HOME FURNISHINGS, (10) HOTEL AND LODGING, (11) INDUSTRIAL MARKETING, (12) INSURANCE, (13) INTERNATIONAL, WHOLESALE, AND RETAIL TRADE, (14) PERSONAL SERVICES, (15) REAL ESTATE, (16) RECREATION AND TOURISM, AND (17) TRANSPORTATION. IN ADDITION TO THE DISTRIBUTIVE EDUCATION AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE GENERAL APPLICATION TO ANY VOCATIONAL AREA ARE CLASSIFIED INTO THESE CATEGORIES: (1) BASIC EDUCATION, (2) RELATED EDUCATION, (3) GUIDANCE AND COUNSELING, (4) TEACHER EDUCATION, AND (5) DISADVANTAGED/HANDICAPPED: INTERNAL AND EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN INTRODUCTORY SECTION EXPLAINS THE CODING SYSTEM, LOCATING AND ORDERING MATERIALS AND INTERPRETING CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 542-VT 014 548. (SB)

VT 014 547 ED 058 449
VOCATIONAL INSTRUCTIONAL MATERIALS FOR TRADE AND INDUSTRIAL OCCUPATIONS AVAILABLE FROM

FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL LAB., PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (STOCK NUMBER 1780-0842, $1.50)
PUB DATE - AUG71 146P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *TRADE AND INDUSTRIAL EDUCATION; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; EDUCATIONAL RESOURCES; VOCATIONAL EDUCATION; CAREER EDUCATION; OCCUPATIONAL GUIDANCE; HANDICAPPED STUDENTS; VOCATIONAL COUNSELING; DISADVANTAGED GROUPS; TEACHER EDUCATION; *FEDERAL GOVERNMENT
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS FOR TRADE AND INDUSTRIAL EDUCATION WHICH WERE PRODUCED BY FEDERAL AGENCIES AND ARE APPROPRIATE FOR 36 SUBJECT MATTER AREAS, INCLUDING: (1) AIR CONDITIONING, (2) APPLIANCE REPAIR, (3) AUTOMOTIVE SERVICES, (4) AVIATION, (5) BLUEPRINT READING, (6) COMMERCIAL ARTS, (7) CONSTRUCTION AND MAINTENANCE, (8) DRAFTING, (9) ELECTRONICS, (10) FABRIC MAINTENANCE, (11) GRAPHIC ARTS, (12) INSTRUMENT MAINTENANCE AND REPAIR, (13) METALWORKING, (14) QUANTITY FOOD OCCUPATIONS, AND (15) REFRIGERATION. WHERE POSSIBLE, THESE SUBJECT MATTER AREAS ARE FURTHER SUBDIVIDED INTO SPECIFIC OCCUPATIONAL AREAS. IN ADDITION TO THE TRADE AND INDUSTRIAL AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE GENERAL APPLICATION TO ANY VOCATIONAL AREA ARE CLASSIFIED INTO THESE CATEGORIES: (1) BASIC EDUCATION, (2) RELATED EDUCATION, (3) GUIDANCE AND COUNSELING, (4) TEACHER EDUCATION, AND (5) DISADVANTAGED/HANDICAPPED: INTERNAL AND EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN INTRODUCTORY SECTION EXPLAINS THE CODING SYSTEM, LOCATING AND ORDERING MATERIALS AND INTERPRETING CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 542-VT 014 548. (SB)

VT 014 548 ED 058 450
VOCATIONAL INSTRUCTIONAL MATERIALS FOR TECHNICAL EDUCATION AVAILABLE FROM FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL LAB., PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (STOCK NUMBER 1780-0841, $1.25)
PUB DATE - AUG71 109P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *TECHNICAL EDUCATION; VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; EDUCATIONAL RESOURCES; CAREER EDUCATION; OCCUPATIONAL GUIDANCE; HANDICAPPED STUDENTS; VOCATIONAL COUNSELING; DISADVANTAGED GROUPS; TEACHER EDUCATION; *FEDERAL GOVERNMENT
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS FOR TECHNICAL EDUCATION WHICH WERE PRODUCED BY FEDERAL AGENCIES AND ARE RELATED TO THESE SUBJECT MATTER AREAS: (1) ENGINEERING, (2) AGRICULTURE, (3) HEALTH, (4) OFFICE, AND (5) HOME ECONOMICS. WHERE POSSIBLE, THESE SUBJECT MATTER AREAS ARE FURTHER SUBDIVIDED INTO SPECIFIC OCCUPATIONAL AREAS. IN ADDITION TO THE TECHNICAL EDUCATION AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE GENERAL APPLICATION TO ANY VOCATIONAL AREA ARE CLASSIFIED INTO THESE CATEGORIES: (1) BASIC EDUCATION, (2) RELATED EDUCATION, (3) GUIDANCE AND COUNSELING, (4) TEACHER EDUCATION, AND (5) DISADVANTAGED/HANDICAPPED: 2NTERNAL AND EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN INTRODUCTORY SECTION EXPLAINS THE CODING SYSTEM, LOCATING AND ORDERING MATERIALS, AND INTERPRETING CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 542-VT 014 547. (SB)

VT 014 551
CAREERS UNLIMITED...MANUFACTURING--ENGLISH.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 12P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEACHING GUIDES; *MANUFACTURING INDUSTRY; *ENGLISH; EDUCATIONAL NEEDS; EMPLOYMENT OPPORTUNITIES; SKILL DEVELOPMENT

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS IN MANUFACTURING INDUSTRIES. THIS PARTICULAR DOCUMENT CONCERNS THE CONTRIBUTIONS ENGLISH CAN MAKE TO THESE PERSONS. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE THOSE CONCERNED WITH THE AUTOMOBILE INDUSTRY, TEXTILES, STEEL MAKING, MACHINE TRADES, AND BENCH WORK. (GEB)

VT 014 553
HOSPITAL CAREERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 52P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES;

BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *HOSPITAL PERSONNEL

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH HOSPITAL CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 22 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 554
HEALTH CAREERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 36P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *HEALTH PERSONNEL

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH HEALTH CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 16 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 555
CAREERS IN CONSERVATION. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 34P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *TEXTBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *CONSERVATION EDUCATION
IDENTIFIERS - *CONSERVATION CAREERS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH CAREERS IN CONSERVATION. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR SEVEN ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 556
TRANSPORTATION CAREERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 61P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *TEXTBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *TRANSPORTATION

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH TRANSPORTATION CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 33 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 557
PEOPLE WHO WORK WITH ANIMALS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 29P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *TEXTBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *ANIMAL CARETAKERS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH PEOPLE WHO WORK WITH ANIMALS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 13 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 558
FASHION AND CLOTHING CAREERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 39P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *CLOTHING; MERCHANDISING
IDENTIFIERS - *FASHIONS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH FASHION AND CLOTHING CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 16 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 559
TELEPHONE CAREERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 26P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; WORKBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *TELEPHONE COMMUNICATIONS INDUSTRY

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH TELEPHONE CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR SIX ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 560
SCHOOL WORKERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 61P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; TEACHERS; *PARAPROFESSIONAL; SCHOOL PERSONNEL; SCHOOL ADMINISTRATION

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH SCHOOL WORKERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 12 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 561
RESTAURANT CAREERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 43P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *FOOD SERVICE OCCUPATIONS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH RESTAURANT CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 29 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 562
FIREFIGHTERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 27P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *FIRE FIGHTERS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH FIREFIGHTING

CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 11 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 563
STORE WORKERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 27P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; WORKBOOKS; ELEMENTARY GRADES; *RETAILING; LEARNING ACTIVITIES; *NONPROFESSIONAL PERSONNEL; SALES WORKERS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH CAREERS FOR STORE WORKERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR NINE ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 564
CAREERS UNLIMITED...WORKING ON THE LAND--SOCIAL STUDIES.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 8P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEXTBOOKS; TEACHING GUIDES; *SOCIAL STUDIES; EMPLOYMENT OPPORTUNITIES; *AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS WHO WORK THE LAND. THIS PARTICULAR DOCUMENT CONCERNS THE CONTRIBUTIONS SOCIAL STUDIES CAN MAKE TO THESE PEOPLE. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE EXPLAINING THE EFFECTS OF POPULATION SHIFTS, EXPLORING INFORMATION CONCERNING PRODUCE AND ANIMALS, CONSERVATION PROBLEMS, AND GOVERNMENT ACTIONS. (GEB)

VT 014 565
POST OFFICE WORKERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 24P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; SECONDARY GRADES; LEARNING ACTIVITIES; *CLERICAL WORKERS
IDENTIFIERS - *POST OFFICE WORKERS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH POSTAL WORKERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR NINE ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 566
AUTO WORKERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 30P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; ELEMENTARY GRADES; AUTO MECHANICS (OCCUPATION); LEARNING ACTIVITIES; *SERVICE WORKERS
IDENTIFIERS - *AUTO WORKERS; SERVICE STATION WORKERS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH CAREERS IN THE AUTO INDUSTRY. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 15 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 567
NEWSPAPER CAREERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 42P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *SERVICE OCCUPATIONS; *NEWSPAPERS
IDENTIFIERS - *NEWSPAPER CAREERS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH NEWSPAPER CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 22 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 569
RIUTCEL, LUCILLE, AND OTHERS
ELEMENTARY GUIDE FOR CAREER DEVELOPMENT.

MOBERLY SCHOOL DISTRICT, MO.
MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 83P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; *CURRICULUM GUIDES; ELEMENTARY GRADES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; TEACHING GUIDES; EDUCATIONAL OBJECTIVES; CAREER CHOICE; SELF CONCEPT
IDENTIFIERS - *CAREER DEVELOPMENT

ABSTRACT - DEVELOPED BY A CURRICULUM COMMITTEE, THIS CURRICULUM GUIDE IS DESIGNED FOR INSTRUCTOR USE IN PROVIDING CAREER DEVELOPMENT ACTIVITIES FOR ELEMENTARY STUDENTS. THIS GUIDE IS ONE IN A SERIES DEVELOPED AS A RESULT OF A FEDERAL GRANT TO PROVIDE A PROGRAM OF CAREER DEVELOPMENT IN GRADES K-12. OBJECTIVES ARE TO HELP EACH STUDENT TO: (1) DEVELOP AND MAINTAIN SELF RESPECT FOR SELF, FOR OTHERS AND THE WORLD OF WORK, (2) BE EXPOSED TO A WIDE VARIETY OF OCCUPATIONS, AND (3) DEVELOP THE ABILITY TO MAKE WISE DECISIONS. UNIT TOPICS INCLUDE: (1) UNDERSTANDING YOURSELF, (2) RAILROAD OPPORTUNITIES, (3) CAREERS IN THE SPACE AGE, (4) CAREERS IN ECOLOGY, (5) AN INTERESTING CAREER BOOKLET, (6) THE BANKER, AND (7) THE VETERINARIAN. EACH UNIT CONTAINS STATED DEVELOPMENTAL OBJECTIVES, A LIST OF SPECIFIC AREAS TO WHICH THE UNIT RELATES, TEXTS, LESSON TITLES, ACTIVITIES, MATERIAL AND RESOURCES, AND AN EVALUATION UNIT. (GEB)

VT 014 571
CLERICAL OFFICE PRACTICE. COURSE OF STUDY.

PITTSBURGH BOARD OF PUBLIC EDUCATION, PA. DIV. OF CURRICULUM AND INSTRUCTION.
PENNSYLVANIA STATE DEPT. OF EDUCATION, HARRISBURG. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PITTSBURGH BOARD OF PUBLIC EDUCATION, 341 SOUTH BELLEFIELD STREET, PITTSBURGH, PENNSYLVANIA 15210
PUB DATE - SEP69 171P.

DESCRIPTORS - *CURRICULUM GUIDES; BUSINESS EDUCATION; *OFFICE OCCUPATIONS; *CLERICAL OCCUPATIONS; *OFFICE OCCUPATIONS EDUCATION; *OFFICE PRACTICE; STENOGRAPHERS; TYPISTS; MEDICAL ASSISTANTS; SECONDARY GRADES
IDENTIFIERS - DUPLICATION SPECIALISTS

ABSTRACT - THIS CURRICULUM GUIDE PRESENTS A 1-YEAR PROGRAM DESIGNED TO PROVIDE JOB ORIENTATION AND ENTRY LEVEL BUSINESS SKILLS FOR HIGH SCHOOL STUDENTS ENROLLED IN STENOGRAPHIC, CLERK-TYPIST, DUPLICATION SPECIALIST, AND HEALTH OCCUPATIONS PROGRAMS. USING A BEHAVIORAL FORMAT, THE CONTENT IS ORGANIZED IN OUTLINE FORM, INCLUDING BASIC CONCEPTS TO BE DEVELOPED, STUDENT LEARNING ACTIVITIES, AND EVALUATING PROCEDURES FOR UNITS ON: (1) JOB ORIENTATION, (2) RECEPTIONIST, (3) TELEPHONE, (4) MAIL, (5) WRITTEN COMMUNICATION, (6) DUPLICATION, (7) MACHINE ROTATION, (8) FILING, AND (9) RECORD KEEPING IN THE MEDICAL OFFICE. A SCOPE AND SEQUENCE CHART, SUGGESTIONS FOR TEACHING, BASIC COURSE OBJECTIVES, SUPPLEMENTARY AUDIO VISUAL AIDS, AND A BIBLIOGRAPHY ARE ALSO PROVIDED. APPENDIXES INCLUDE A SAMPLE ROTATION SCHEDULE, ESSENTIAL QUALITIES OF A MAILABLE LETTER, SAFETY RULES, AND A LIST OF PERIODICALS. (AW)

VT 014 573
HORNING, DONALD B., AND OTHERS
INDUSTRIAL EDUCATION COURSE OUTLINE: GRAPHIC ARTS 3-4.

LONG BEACH UNIFIED SCHOOL DISTRICT, CALIF. OFFICE OF CURRICULUM AND INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
OFFICE OF CURRICULUM AND INSTRUCTION, LONG BEACH UNIFIED SCHOOL DISTRICT, 701 LOCUST AVENUE, LONG BEACH, CALIFORNIA 90813
PUB DATE - 70 31P.

DESCRIPTORS - *INDUSTRIAL ARTS; *OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; *GRAPHIC ARTS; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; SECONDARY GRADES; *CURRICULUM GUIDES; COURSE CONTENT

ABSTRACT - PREPARED UNDER THE SUPERVISION OF AN INDUSTRIAL EDUCATION CONSULTANT, THIS COURSE OUTLINE IS FOR INSTRUCTOR USE IN TEACHING GRAPHIC ARTS IN GRADES 10, 11, AND 12. THE MATERIAL IS DESIGNED FOR 2 SEMESTERS, 1 OR 2 PERIODS PER DAY. THIS IS A FOLLOWUP TO GRAPHIC ARTS 1-2 AND STUDENTS ARE EXPECTED TO PRODUCE MORE SOPHISTICATED JOBS AND TO INCREASE THEIR SKILL DEVELOPMENT. TOPICS INCLUDE: (1) LAYOUT AND DESIGN, (2) HAND COMPOSITION, (3) IMPOSITION AND MAKEUP, (4) PLATEN PRESS OPERATION, (5) LINOLEUM BLOCK PRINTING, (6) SILK-SCREEN PRINTING, (7) BOOKBINDING, (8) OFFSET LITHOGRAPHY, AND (9) OCCUPATIONAL GUIDANCE. SUGGESTED ACTIVITIES, SKILLS, AND PROCESSES, TECHNICAL FUNCTIONAL INFORMATION, RELATED INFORMATION, AND LISTS

OF INSTRUCTIONAL AIDS ARE PROVIDED FOR EACH TOPIC. AN EVALUATION CHECK LIST IS INCLUDED. (BH)

VT 014 576
SYLLABUS IN TECHNICAL ELECTRICITY-ELECTRONICS.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
PUBLICATIONS DISTRIBUTION UNIT, THE STATE EDUCATION DEPARTMENT, EDUCATION BUILDING ANNEX, ALBANY, NEW YORK 12224 ($.50 EACH)
PUB DATE - 71 70P.

DESCRIPTORS - *ELECTRICITY; *ELECTRONICS; *TRADE AND INDUSTRIAL EDUCATION; *TECHNICAL EDUCATION; *CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; TEACHING GUIDES; COURSE DESCRIPTIONS; BIBLIOGRAPHIES
IDENTIFIERS - NEW YORK

ABSTRACT - DEVELOPED BY A CURRICULUM COMMITTEE, THIS CURRICULUM GUIDE IS DESIGNED FOR INSTRUCTOR USE IN TEACHING THE TECHNICAL ELECTRICAL-ELECTRONICS CURRICULUM IN NEW YORK STATE. SPECIFIC OBJECTIVES OF THE CURRICULUM PROVIDE: (1) A THOROUGH GROUNDING IN THE FUNDAMENTAL PRINCIPLES AND PRACTICES OF ELECTRICITY AND ELECTRONICS, (2) BACKGROUND MATERIAL SUFFICIENT FOR ENTRY INTO INDUSTRY, AND (3) A FOUNDATION IN TECHNICAL EDUCATION FROM WHICH A STUDENT THROUGH FURTHER STUDY MAY ADVANCE. THE DOCUMENT IS DESIGNED IN A 2-COLUMN FORMAT WITH ONE USED FOR IDENTIFYING CONTENT AND THE OTHER FOR TEACHING SUGGESTIONS. CONTENT INCLUDES: (1) BASIC ELECTRICITY, (2) BASIC ELECTRONICS, (3) ADVANCED ELECTRICITY OPTION, (4) ADVANCED ELECTRONICS OPTION, (5) COMPUTER CIRCUITRY OPTION, (6) ELECTRICAL CONSTRUCTION, AND (7) ELECTRICAL-ELECTRONIC DRAFTING. A BIBLIOGRAPHY AND A RESOURCE DIRECTORY ARE INCLUDED. (GEB)

VT 014 581 ED 059 368
POINTER, LEAH J., ED.
THE WORLD OF WORK. A CURRICULUM GUIDE FOR GRADES ONE THROUGH TWELVE.

ORLEANS PARISH SCHOOL BOARD, NEW ORLEANS, LA.
EDUCATIONAL SYSTEMS DEVELOPMENT CORP., NEW ORLEANS, LA.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - ND 72P.

DESCRIPTORS - *CURRICULUM GUIDES; *OCCUPATIONAL INFORMATION; *CAREER CHOICE; CAREER PLANNING; CAREER OPPORTUNITIES; EMPLOYMENT OPPORTUNITIES; *VOCATIONAL INTERESTS; VOCATIONAL EDUCATION; SELF CONCEPT; DECISION MAKING SKILLS; ELEMENTARY GRADES; SECONDARY GRADES; *CAREER EDUCATION
IDENTIFIERS - *THE WORLD OF WORK

ABSTRACT - DEVELOPED BY A COMMITTEE OF PRINCIPALS, COUNSELORS, AND TEACHERS AS PART OF THE LOCAL WORLD OF WORK PROGRAM, THIS CURRICULUM GUIDE IS DESIGNED TO AID IN PROVIDING OCCUPATIONAL INFORMATION AND CAREER DECISION-MAKING SKILLS FOR GRADES K-12. MAJOR PURPOSES OF THE GUIDE ARE TO: (1) PROVIDE OCCUPATIONAL INFORMATION THAT IS BOTH EDUCATIONAL AND VOCATIONAL, (2) GIVE THE STUDENT EXPERIENCES AND TRAINING IN DECISION-MAKING, (3) DEVELOP IN THE STUDENT A HEALTHY SELF-CONCEPT, AND (4) UTILIZE COMMUNITY RESOURCES TO ENHANCE THE STUDENT'S KNOWLEDGE OF CAREERS. DETAILED CURRICULUM OUTLINES ARE SUGGESTED FOR ELEMENTARY GRADES (KINDERGARTEN, LOWER AND UPPER PRIMARY), SECONDARY GRADES (GRADES 7-11), AND 12TH GRADE. SEVERAL QUESTIONNAIRES, DATA GATHERING METHODS, SAMPLE PARENT INTERVIEW FORMS, AN ATTITUDE SURVEY, AND SELF RATING AND EVALUATION CHARTS ARE APPENDED. RESOURCE MATERIALS FOR ALL GRADE LEVELS ARE LISTED. (AW)

VT 014 582
GUIDE TO TEACHING SEVENTH GRADE HOME ECONOMICS.

LONG BEACH UNIFIED SCHOOL DISTRICT, CALIF.
OFFICE OF CURRICULUM AND INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
OFFICE OF CURRICULUM AND INSTRUCTION, LONG BEACH UNIFIED SCHOOL DISTRICT, 701 LOCUST AVENUE, LONG BEACH, CALIFORNIA, 90813
PUB DATE - 69 65P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; OCCUPATIONAL HOME ECONOMICS; *CURRICULUM GUIDES; GRADE 7; LEARNING ACTIVITIES; EVALUATION TECHNIQUES; EDUCATIONAL PHILOSOPHY; TEENAGERS; PROGRAM PLANNING

ABSTRACT - PREPARED BY A COMMITTEE OF HOME ECONOMICS TEACHERS, THIS CURRICULUM GUIDE IS FOR TEACHER USE IN PLANNING SEVENTH GRADE HOMEMAKING EXPERIENCES. UNITS ARE: (1) YOU: PRESENT AND FUTURE, (2) TEEN-AGE FASHIONS, (3) FOODS AND NUTRITION, SAFETY MANAGEMENT, (4) CHILD DEVELOPMENT, (5) A NEW VIEW OF YOU, (6) BABY-SITTING AND CHILD CARE, (7) YOUR CLOTHES AND YOU, AND (8) FOODS AND NUTRITION, HEALTH. EACH UNIT CONTAINS SUGGESTED TIME ALLOTMENT, CONCEPTS AND GENERALIZATIONS, LEARNING EXPERIENCES, EVALUATION SUGGESTIONS, RESOURCE MATERIALS, AND APPLICATIONS TO GAINFUL EMPLOYMENT. AN INTRODUCTORY SECTION INCLUDES A STATEMENT OF EDUCATIONAL PHILOSOPHY, CHARACTERISTICS OF ADOLESCENTS, SUGGESTIONS FOR USING THE GUIDE, AND SEQUENCE CHART. A RELATED DOCUMENT IS AVAILABLE AS VT 014 583 IN THIS ISSUE. (SB)

VT 014 583
EICHORN, MARTHA C.; FRANKE, REBA F.
GUIDE TO TEACHING MANAGEMENT AND CONSUMER ECONOMICS FOR HOME ECONOMICS CLASSES.

LONG BEACH UNIFIED SCHOOL DISTRICT, CALIF.
OFFICE OF CURRICULUM AND INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
OFFICE OF CURRICULUM AND INSTRUCTION, LONG BEACH UNIFIED SCHOOL DISTRICT, 701 LOCUST AVENUE, LONG BEACH, CALIFORNIA 90813
PUB DATE - 70 99P.

DESCRIPTORS - *HOMEMAKING EDUCATION; CONSUMER EDUCATION; *FAMILY MANAGEMENT; *MONEY MANAGEMENT; *CONSUMER ECONOMICS; TEACHING GUIDES; *CURRICULUM GUIDES; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES

ABSTRACT - THIS GUIDE WAS PREPARED FOR USE IN TEACHING FAMILY AND FINANCIAL MANAGEMENT. CONTENTS INCLUDE A TOPICAL OUTLINE, TEACHING REFERENCES, AND GOALS, WITH ACCOMPANYING OBJECTIVES, SUBJECT MATTER CONTENT, LEARNING EXPERIENCES, RESOURCES, AND EVALUATION SUGGESTIONS. A RELATED DOCUMENT IS AVAILABLE AS VT 014 582 IN THIS ISSUE. (SB)

VT 014 588
RESOURCE UNIT: ELEMENTARY SCHOOL PROJECT FOR LEVEL TWO. EXEMPLARY PROGRAM OF AWARENESS AND CAREER DEVELOPMENT.

LINCOLN COUNTY BOARD OF EDUCATION, HAMLIN, W. VA. DEPT. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 68P.

DESCRIPTORS - *RESOURCE UNITS; LESSON PLANS; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES; OCCUPATIONS; ELEMENTARY GRADES; *VOCATIONAL DEVELOPMENT; *CAREER PLANNING; CAREER EDUCATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - PREPARED FOR USE IN THE SECOND PHASE OF A PROGRAM DESIGNED TO DEVELOP CAREER AWARENESS IN ELEMENTARY SCHOOL STUDENTS, THIS RESOURCE UNIT INVOLVES JOB SKILLS AND THEIR RELATIONSHIP TO THE TOTAL COMMUNITY. GENERAL AND BEHAVIORAL OBJECTIVES OF THE PROGRAM, SUGGESTED TEACHING STRATEGIES AND CORRELATION OF SUBJECTS TO BE TAUGHT, METHODS OF EVALUATION, AND GENERAL INFORMATION ON THE PROGRAM ARE FOLLOWED BY APPENDIXES INCLUDING: (1) A LIST OF OCCUPATIONS TO BE INCORPORATED INTO THIS PHASE OF THE PROGRAM, (2) A SUGGESTED LETTER TO PARENTS, (3) PLANS AND GENERAL INFORMATION ON FIELD TRIPS, (4) A RESOURCE BIBLIOGRAPHY INCLUDING RECORDS, FILMS, FILMSTRIPS, BRIEFS, BOOKS, MUSIC, TRANSPARENCIES, AND REFERENCE MATERIALS, AND (5) LESSON PLANS FOR FOUR TEACHING UNITS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 589 AND VT 014 590. (AW)

VT 014 589
WOODALL, THOMAS E., AND OTHERS
OCCUPATIONAL AWARENESS TEST LEVEL ONE, TEACHER'S COPY. EXEMPLARY PROGRAM OF AWARENESS AND CAREER DEVELOPMENT.

LINCOLN COUNTY BOARD OF EDUCATION, HAMLIN, W. VA. DEPT. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 35P.

DESCRIPTORS - *TESTS; *MEASUREMENT INSTRUMENTS; EVALUATION; ELEMENTARY GRADES; COGNITIVE TESTS; *OCCUPATIONAL INFORMATION; OCCUPATIONS; CAREER OPPORTUNITIES; *PERCEPTION; *CURRICULUM EVALUATION; PROGRAM EVALUATION; CAREER PLANNING; VOCATIONAL DEVELOPMENT; CAREER EDUCATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - DESIGNED AS AN INSTRUMENT FOR MEASURING THE EXTENT TO WHICH THE LEVEL ONE OCCUPATIONAL AWARENESS CURRICULUM HAS INCREASED ELEMENTARY SCHOOL STUDENTS' KNOWLEDGE OF OCCUPATIONAL ALTERNATIVES OVER A 1-YEAR TIME SPAN, THIS TEST INCLUDES FOUR SECTIONS, EACH DESIGNED TO FOCUS ON A PARTICULAR PHASE OF OCCUPATIONAL AWARENESS. THE FIRST SECTION OF THE TEST INVOLVES THE IDENTIFICATION OF OCCUPATIONAL FIGURES; SECTION II IS CONCERNED WITH SELECTION OF APPROPRIATE OCCUPATIONAL TOOLS; SECTION III IS DESIGNED TO TEST THE ABILITY OF STUDENTS TO PLACE WORKERS IN THEIR PROPER ENVIRONMENTAL SETTING; AND THE LAST SECTION RELATES TO THE STUDENTS' KNOWLEDGE OF THE OCCUPATIONAL ELEMENTS INVOLVED IN THE PROCESSES OF HOME AND FAMILY INTERACTIONS, AND IN THE AREA OF COMMUNITY SERVICES. GENERAL DIRECTIONS FOR ADMINISTERING THE TEST ARE GIVEN, EMPHASIZING THE NEED FOR THE TEACHER TO DEMONSTRATE THE PROPER PROCEDURE FOR ANSWERING EACH PORTION OF THE TEST. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 588 AND VT 014 590. (AW)

VT 014 590
TEACHER'S UNIT EVALUATION OF CAREER EDUCATION UNITS. EXEMPLARY PROGRAM OF AWARENESS AND CAREER DEVELOPMENT.

LINCOLN COUNTY BOARD OF EDUCATION, HAMLIN, W. VA. DEPT. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 6P.

DESCRIPTORS - *EVALUATION; *CURRICULUM EVALUATION; *CAREER PLANNING; OCCUPATIONAL INFORMATION; UNIT PLAN; *QUESTIONNAIRES; *TEACHER ATTITUDES; CAREER EDUCATION

ABSTRACT - AS A MEANS OF MAXIMIZING TEACHER INVOLVEMENT IN THE CAREER EDUCATION AND OCCUPATIONAL AWARENESS PROGRAM, A COUNTY CAREER DEVELOPMENT STAFF PREPARED THIS SERIES OF QUESTIONS TO BE ANSWERED BY TEACHERS AS AN IN-DEPTH APPRAISAL OF THE EFFECTIVENESS OF THE TEACHING UNITS THEY USE IN THEIR CLASSROOMS. QUESTIONS FOCUS ON TEACHERS' PERCEPTIONS IN SUCH AREAS AS OUTSTANDING FEATURES OF THE UNIT, MAJOR CHANGES RECOMMENDED, ADDITIONS, AND FACTORS CONTRIBUTING TO THE UNIT'S SUCCESS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 588 AND VT 014 589. (AW)

VT 014 596 ED 058 455
EXPLORING IN AEROSPACE ROCKETRY. AN INTRODUCTION TO THE FUNDAMENTALS OF ROCKETRY.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION, CLEVELAND, OHIO. LEWIS RESEARCH CENTER.
EDRS PRICE MF-$0.65 HC-$13.16.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
(STOCK NUMBER 3300-0394; NAS 1.19:88, $3.25)
PUB DATE - 71 366P.

DESCRIPTORS - *AEROSPACE TECHNOLOGY; AEROSPACE INDUSTRY; *CURRICULUM GUIDES; *TEXTBOOKS; INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; ILLUSTRATIONS; OCCUPATIONAL GUIDANCE; *INDUSTRIAL EDUCATION
IDENTIFIERS - *ROCKETRY

ABSTRACT - THIS CURRICULUM GUIDE IS BASED ON 2 YEARS OF LECTURES AND PROJECTS OF A

CONTEMPORARY, SPECIAL-INTEREST AEROSPACE PROGRAM FOR PROMISING STUDENTS, AGES 15-19. THE PROGRAM USES TECHNICAL LECTURES, PROJECT ACTIVITIES AND FIELD TRIPS TO INTRODUCE STUDENTS TO THE REAL ENGINEERING WORLD OF PIONEERING AEROSPACE ACHIEVEMENT, AND THE VARIETY OF SKILLS AND CAREERS IT INVOLVES. THIS BOOK CAN BE USED AS A CURRICULUM RESOURCE FOR HIGH SCHOOL AND COLLEGE TEACHERS, AND MAY BE HELPFUL TO CURRICULUM COMMITTEES AND TEXTBOOK WRITERS. TEACHERS IN VARIOUS DISCIPLINES CAN USE SELECTED CHAPTERS TO ENRICH OR SUPPLEMENT REGULAR COURSES, INCLUDING APPLIED MATHEMATICS, PHYSICS, CHEMISTRY AND BIOLOGY. WITH MODIFICATION, SOME OF THE MATERIAL COULD BE USEFUL INDUSTRIAL ARTS AND VOCATIONAL EDUCATION COURSES. THE 22 CHAPTERS ARE SUPPLEMENTED WITH NUMEROUS ILLUSTRATIONS, PHOTOGRAPHS, CHARTS, AND LINE DRAWINGS. A RELATED DOCUMENT IS AVAILABLE IN THIS ISSUE AS VT 014 597. (CD)

VT 014 597 ED 058 456
EXPLORING IN AERONAUTICS. AN INTRODUCTION TO AERONAUTICAL SCIENCES.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION, CLEVELAND, OHIO. LEWIS RESEARCH CENTER.
EDRS PRICE MF-$0.65 HC-$13.16.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (STOCK NUMBER 3300-0395; NAS 1.19:89, $3.50)
PUB DATE - 71 398P.

DESCRIPTORS - *AEROSPACE TECHNOLOGY; AEROSPACE INDUSTRY; *CURRICULUM GUIDES; *TEXTBOOKS; INSTRUCTIONAL MATERIALS; ILLUSTRATIONS; *OCCUPATIONAL GUIDANCE; *INDUSTRIAL EDUCATION
IDENTIFIERS - *AERONAUTICS

ABSTRACT - THIS CURRICULUM GUIDE IS BASED ON A YEAR OF LECTURES AND PROJECTS OF A CONTEMPORARY SPECIAL-INTEREST EXPLORER PROGRAM INTENDED TO PROVIDE CAREER GUIDANCE AND MOTIVATION FOR PROMISING STUDENTS INTERESTED IN AEROSPACE ENGINEERING AND SCIENTIFIC PROFESSIONS. THE ADULT-ORIENTED PROGRAM AVOIDS TECHNICALITY AND RIGOROUS MATHEMATICS AND STRESSES REAL LIFE INVOLVEMENT THROUGH PROJECT ACTIVITY AND TEAMWORK. TEACHERS IN HIGH SCHOOLS AND COLLEGES WILL FIND THIS A USEFUL CURRICULUM RESOURCE, WITH MANY TOPICS IN VARIOUS DISCIPLINES WHICH CAN SUPPLEMENT REGULAR COURSES. CURRICULUM COMMITTEES, TEXTBOOK WRITERS AND HOBBYISTS WILL ALSO FIND IT RELEVANT. THE MATERIALS MAY BE USED AT COLLEGE LEVEL FOR INTRODUCTORY COURSES, OR MODIFIED FOR USE WITH VOCATIONALLY ORIENTED HIGH SCHOOL STUDENT GROUPS. SEVENTEEN CHAPTERS ARE SUPPLEMENTED WITH PHOTOGRAPHS, CHARTS, AND LINE DRAWINGS. A RELATED DOCUMENT IS AVAILABLE IN THIS ISSUE AS VT 014 596. (CD)

VT 014 599
TRAINING AND EDUCATION PROGRAMS IN AUTOMATIC DATA PROCESSING (ADP), 1971-72. THE ADP MANAGEMENT TRAINING CENTER.

CIVIL SERVICE COMMISSION, WASHINGTON, D.C. BUREAU OF TRAINING.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 30P.

DESCRIPTORS - *COURSE DESCRIPTIONS; *PROGRAM DESCRIPTIONS; *DATA PROCESSING; *DATA PROCESSING OCCUPATIONS; PROGRAM GUIDES; *ELECTRONIC DATA PROCESSING; COMPUTER SCIENCE; COMPUTER SCIENCE EDUCATION; ADULT VOCATIONAL EDUCATION

ABSTRACT - THE AUTOMATIC DATA PROCESSING (ADP) MANAGEMENT TRAINING CENTER PROVIDES PROGRAMS IN CONTINUING EDUCATION FOR GOVERNMENT EMPLOYEES IN THE FIELD OF DATA PROCESSING. BRIEF INFORMATION IS GIVEN ON THE BACKGROUND OF THE ADP PROGRAMS, THE SCOPE OF THE PROGRAMS, TRAINING AND SUPPORT ACTIVITIES, PARTICIPANTS AND FACULTY, COMPUTER SYSTEMS, ELIGIBILITY, AND TUITION. COURSE DESCRIPTIONS AND TRAINING SCHEDULES AND SEQUENCE GUIDES ARE PROVIDED FOR: (1) ADP USER EDUCATION, WHICH PROVIDES INTRODUCTORY COURSES IN ADP FOR GOVERNMENT EMPLOYEES AT ALL LEVELS, AND MORE SPECIALIZED SEMINARS WHICH RELATE DATA PROCESSING CONCEPTS TO SPECIFIC SUBJECT AREA DISCIPLINES, (2) COMPUTER SPECIALIST TRAINING FOR INDIVIDUALS DIRECTLY INVOLVED IN DATA PROCESSING FUNCTIONS, WHICH COVERS PROGRAMING, SYSTEMS ANALYSIS AND DESIGN, AND OTHER SUBJECT AREAS CONCERNED WITH DEVELOPMENTS IN THE FIELD, (3) PUBLIC SERVICE CAREERS TRAINING, WHICH PROVIDES ENTRY-LEVEL ADP SKILLS FOR CARD PUNCH OPERATORS, COMPUTER OPERATORS, COMPUTER (PROGRAMER) TECHNICIANS, AND TECHNICAL ASSISTANTS/DATA PROCESSING, AND (4) ADP AUDITOR TRAINING, WHICH IS A CONCENTRATED 2-WEEK COURSE COVERING BASIC ADP TRAINING NEEDS OF GOVERNMENT AUDITORS. A LIST OF REGIONAL TRAINING CENTERS AND A MAP OF REGIONS ARE ALSO INCLUDED. (AW)

VT 014 600
DAVIS, E.E., JR.
FILMS FOR CLASSROOM TEACHING.

LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 71P.

DESCRIPTORS - AUDIOVISUAL AIDS; *FILMS; FILM LIBRARIES; *TAPE RECORDINGS; *INSTRUCTIONAL MATERIALS; STATE LIBRARIES; REGIONAL LIBRARIES; *CATALOGUES; GENERAL EDUCATION; VOCATIONAL EDUCATION
IDENTIFIERS - *LOUISIANA

ABSTRACT - PREPARED BY A SUPERVISOR OF AUDIO VISUAL INSTRUCTION, THIS FILM CATALOG INCLUDES THOSE 16MM INSTRUCTIONAL FILMS AND TAPES CONTAINED IN THE LOUISIANA REGIONAL FILM LIBRARIES. THE TITLES ARE ARRANGED ALPHABETICALLY UNDER THE SUBJECT MATTER AREAS OF: (1) AGRICULTURE, (2) ART, (3) AUDIO VISUAL, (4) BUSINESS EDUCATION, (5) COMMUNICATION, (6) ENGLISH AND LANGUAGE ARTS, (7) ENGINEERING, (8) FOOD PRESERVATION, (9) GUIDANCE, (10) HEALTH AND PHYSICAL EDUCATION, (11) HOME ECONOMICS, (12) INDUSTRIAL ARTS, (13) LIBRARY, (14) MATHEMATICS, (15) MUSIC, (16) SAFETY EDUCATION, (17) SCIENCE, (18) SOCIAL STUDIES, AND (19) TRANSPORTATION. INSTRUCTIONS ON HOW TO USE THE CATALOG, A KEY TO SYMBOLS AND ABBREVIATIONS, AND SUGGESTIONS ON USING THE FILMS ARE INCLUDED. (GEB)

VT 014 601
COPELAND, CHARLES M., AND OTHERS
INDUSTRIAL EDUCATION COURSE OUTLINE: ARCHITECTURAL DRAFTING 3-4.

LONG BEACH UNIFIED SCHOOL DISTRICT, CALIF. OFFICE OF CURRICULUM AND INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
OFFICE OF CURRICULUM AND INSTRUCTION, LONG BEACH UNIFIED SCHOOL DISTRICT, 701 LOCUST AVENUE, LONG BEACH, CALIFORNIA 90813
PUB DATE - 70 33P.

DESCRIPTORS - *INDUSTRIAL ARTS; *ARCHITECTURAL DRAFTING; GRADE 11; GRADE 12; DESIGN NEEDS; CONSTRUCTION NEEDS; *CURRICULUM GUIDES; COURSE CONTENT; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; OCCUPATIONAL INFORMATION

ABSTRACT - PREPARED UNDER THE SUPERVISION OF AN INDUSTRIAL EDUCATION CONSULTANT, THIS COURSE OUTLINE IS FOR INSTRUCTOR USE IN TEACHING ARCHITECTURAL DRAFTING IN GRADES 11 AND 12. THE MATERIAL IS DESIGNED FOR 2 SEMESTERS, 5 PERIODS PER WEEK. INSTRUCTION IS DEVELOPED AROUND A STUDENT-DESIGNED HILLSIDE RESIDENCE CHARACTERIZED BY WOODFRAME, RAISED FLOOR, AND SPLIT-LEVEL CONSTRUCTION. THE COURSE INCLUDES: (1) SKETCHING, (2) SITE DEVELOPMENT, (3) STRUCTURE, (4) PRESENTATION RENDERINGS, (5) ARCHITECTURAL MODELS, (6) PRELIMINARY DESIGN, AND (7) WORKING DRAWINGS. SUGGESTED ACTIVITIES, SKILLS, AND PROCESSES, TECHNICAL FUNCTIONAL INFORMATION, RELATED INFORMATION, AND LISTS OF INSTRUCTIONAL AIDS ARE PROVIDED FOR EACH SECTION. AN EVALUATION CHECK LIST IS INCLUDED. (BH)

VT 014 602
DARGATZ, GLENN E., AND OTHERS
INDUSTRIAL EDUCATION COURSE OUTLINE: AUTO MECHANICS 3-4.

LONG BEACH UNIFIED SCHOOL DISTRICT, CALIF. OFFICE OF CURRICULUM AND INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
OFFICE OF CURRICULUM AND INSTRUCTION, LONG BEACH UNIFIED SCHOOL DISTRICT, 701 LOCUST AVENUE, LONG BEACH, CALIFORNIA 90813
PUB DATE - 70 55P.

DESCRIPTORS - *INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *COURSE CONTENT; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; CONSUMER EDUCATION; SAFETY EDUCATION; SKILL DEVELOPMENT; AUTO MECHANICS (OCCUPATION)

ABSTRACT - PREPARED BY TEACHERS, THIS COURSE OUTLINE IS FOR INSTRUCTOR USE IN TEACHING AUTO MECHANICS IN GRADES 11 OR 12. THE COURSE IS DESIGNED FOR 2 SEMESTERS, 1 OR 2 PERIODS DAILY AND IS A FOLLOWUP TO THE INTRODUCTORY COURSE WHICH COVERS THE BASIC AUTOMOTIVE FUNDAMENTALS. SPECIFIC OBJECTIVES OF THE COURSE INCLUDE TO HELP STUDENTS TO: (1) DEVELOP KNOWLEDGE AND SKILLS COMMENSURATE WITH THE NEEDS OF THE AUTOMOTIVE CONSUMER AND PERSONS WITH AVOCATIONAL INTERESTS IN AUTOMOTIVES, (2) APPLY AND REINFORCE RECOGNITION OF THE IMPORTANCE OF RECOMMENDED SAFETY PRACTICES OF THE AUTOMOTIVE INDUSTRY, AND (3) DEVELOP SKILL IN THE USE AND CARE OF TOOLS AND EQUIPMENT OF THE AUTOMOTIVE INDUSTRY. INCLUDED IN THE 22 TOPICS OUTLINED ARE: (1) ENGINE COOLING SYSTEMS, (2) ELECTRICAL PRINCIPLES, (3) CRANKING MOTORS, (4) IGNITION SYSTEMS, (5) CLUTCHES, (6) TRANSMISSIONS, (7) SUSPENSION SYSTEMS, (8) WHEELS AND TIRES, AND (9) BRAKES. EACH TOPIC IS BROKEN INTO: (1) ACTIVITIES, SKILLS, AND PROCESSES, (2) TECHNICAL FUNCTIONAL INFORMATION, (3) RELATED INFORMATION, AND (4) INSTRUCTIONAL AIDS. AN EVALUATION CHECKLIST IS INCLUDED. (GEB)

VT 014 603
ELEMENTARY OCCUPATIONAL INFORMATION PROGRAM.

ILLINOIS COMMUNITY UNIT SCHOOL DISTRICT 9, GRANITE CITY.
MF AVAILABLE IN VT-ERIC SET.
COMMUNITY UNIT SCHOOL DISTRICT #9, 20TH & ADAMS STREET, GRANITE CITY, ILLINOIS 62040 ($1.50)
PUB DATE - ND 86P.

DESCRIPTORS - *CAREER EDUCATION; *TEACHING GUIDES; *OCCUPATIONAL INFORMATION; VOCATIONAL EDUCATION; *OCCUPATIONS; *ELEMENTARY GRADES; ELEMENTARY SCHOOL CURRICULUM; LEARNING ACTIVITIES
IDENTIFIERS - *OCCUPATIONAL EXPLORATION; CAREER LATTICE

ABSTRACT - THIS GUIDE CONTAINS INFORMATION FOR TEACHER USE IN PLANNING OCCUPATIONAL EXPLORATION EXPERIENCES FOR GRADES 5-6. ORGANIZED INTO THREE SECTIONS ON THE BASIS OF GRADE LEVEL (K-2, 3-4, AND 5-6), EACH SECTION CONTAINS OBJECTIVES, SUGGESTED LEARNING ACTIVITIES AND RESOURCES WITH EMPHASIS ON LOCAL RESOURCES, AND A CAREER LATTICE OF SUGGESTED OCCUPATIONS IN THESE AREAS: (1) INDUSTRY, (2) HEALTH, (3) PUBLIC AND PERSONAL SERVICES, (4) APPLIED BIOLOGY AND AGRICULTURE, (5) BUSINESS MARKETING AND MANAGEMENT, AND (6) CONSTRUCTION. THE DOCUMENT ALSO CONTAINS A LISTING OF COMMUNITY RESOURCES BY OCCUPATIONAL AREA, SUGGESTIONS FOR PLANNING FIELD TRIPS, AN ALPHABETICAL LISTING OF FIELD TRIPS, AND RELATED INSTRUCTIONAL MATERIALS. (SB)

VT 014 604 ED 059 372
A RESOURCE CURRICULUM IN DRIVER AND TRAFFIC SAFETY EDUCATION.

AUTOMOTIVE SAFETY FOUNDATION, WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
AUTOMOTIVE SAFETY FOUNDATION, C/O HIGHWAY USERS FEDERATION, 1776 MASSACHUSETTS AVENUE, N.W., WASHINGTON, D.C. 20036, (SINGLE COPIES $1.50; DISCOUNT FOR QUANTITY)
PUB DATE - JAN70 180P.

DESCRIPTORS - *TRAFFIC SAFETY; *DRIVER EDUCATION; *CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIES; SECONDARY GRADES;

EDUCATIONAL OBJECTIVES; *LEARNING ACTIVITIES; *COURSE CONTENT

ABSTRACT - SECONDARY SCHOOL DRIVER EDUCATION COURSES SHOULD PROVIDE THE STUDENT WITH COGNITIVE AND AFFECTIVE LEARNING EXPERIENCES AS WELL AS PSYCHOMOTOR SKILLS. DEVELOPED THROUGH THE COOPERATION OF AN ADVISORY COMMITTEE, WORKSHOP GROUP, AND OTHER CONSULTANTS, THIS CURRICULUM GUIDE IS INTENDED TO HELP TEACHERS, SUPERVISORS, PROGRAM ADMINISTRATORS AND TEACHER EDUCATORS DO JUST THAT. INCLUDED IN THE GUIDE ARE SECTIONS ON THE NEED FOR DRIVER AND TRAFFIC SAFETY EDUCATION, CURRICULUM RATIONALE, TEACHING-LEARNING INTERACTION, AND A 107-ITEM BIBLIOGRAPHY. THE CURRICULUM CONTAINS OBJECTIVES, CONTENT AND LEARNING ACTIVITIES DIVIDED INTO THESE MAJOR SECTIONS: (1) INTRODUCTION, GIVING AN OVERALL PICTURE OF THE HIGHWAY TRANSPORTATION SYSTEM, (2) ON HIGHWAY TASKS, (3) READINESS TASKS, AND (4) IMPROVEMENT TASKS. HUMAN FUNCTIONS--IDENTIFY, PREDICT, DECIDE, AND EXECUTE--INVOLVED IN PERFORMING TRAFFIC-RELATED TASKS SERVE AS REFERENCE POINTS THROUGHOUT. BEHAVIORAL OBJECTIVES EMPHASIZE STUDENT-ENVIRONMENT INTERACTION. FUNDAMENTAL CONCEPTS ARE REPEATEDLY STRESSED, BUT THE MATERIAL ATTEMPTS TO LEAD THE STUDENT THROUGH AN ENQUIRY PROCESS WHICH RESULTS IN THE STUDENT DISCOVERING THESE CONCEPTS FOR HIMSELF. (CD)

VT 014 605
EMPLOYEE IMPROVEMENT PROGRAM. PERSONALITY DEVELOPMENT, INSTRUCTOR'S GUIDE.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. DIV. OF VOCATIONAL-TECHNICAL PROGRAMS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 38P.

DESCRIPTORS - *PERSONALITY DEVELOPMENT; *HUMAN RELATIONS; SELF ACTUALIZATION; *EMPLOYEE ATTITUDES; *BUSINESS SUBJECTS; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS; IMPROVEMENT PROGRAMS; SELF EVALUATION

ABSTRACT - DEVELOPED BY THE STATE BOARD OF EDUCATION, THIS IS ONE OF THE ELECTIVE 10-HOUR COURSES IN THE EMPLOYEE IMPROVEMENT PROGRAM, AND IS DESIGNED TO GIVE THE EMPLOYEE MOTIVATION FOR AND WAYS OF IMPROVING INDIVIDUAL PERSONALITY. CONTENTS INCLUDE SESSIONS ENTITLED: (1) WHAT IS PERSONALITY, (2) INDIVIDUAL PERSONALITY AND RELATION TO OTHERS, (3) EMOTIONS IN RELATION TO PERSONALITY, (4) CONTROLLING ACTIONS AND ATTITUDES OF OTHERS, AND (5) SELF AND BUSINESS IMPROVEMENT. THE MATERIAL PROVIDED FOR EACH SESSION INCLUDES OBJECTIVES OF THE SESSION, SUPPLIES NEEDED, CONTENT, AND TEACHING SUGGESTIONS. A PERSONALITY INVENTORY, A QUIZ, A LIST OF PERSONALITY TRAITS MOST CUSTOMERS LIKE AND DISLIKE, AND SUGGESTED REFERENCE MATERIALS ARE INCLUDED. (GEB)

VT 014 607
HOOTS, WILLIAM R., JR., ED.; BRYANT, C. DOUGLAS, ED.
CURRICULAR CONSIDERATIONS FOR MIDDLE SCHOOL OCCUPATIONAL EDUCATION.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. DIV. OF OCCUPATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 103P.DEVELOPED AT THE MIDDLE SCHOOL OCCUPATIONAL EDUCATION WORKSHOP (GREENVILLE, NORTH CAROLINA, JUNE 8-JULY 3, 1970).

DESCRIPTORS - *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; CAREER PLANNING; MIDDLE SCHOOLS; EDUCATIONAL PLANNING; *CURRICULUM GUIDES; *PROGRAM DEVELOPMENT; EDUCATIONAL PHILOSOPHY; RESOURCE MATERIALS; BIBLIOGRAPHIES; *VOCATIONAL EDUCATION; INTERMEDIATE GRADES; COURSE CONTENT; COURSE OBJECTIVES; LEARNING ACTIVITIES; ACTIVITY UNITS

ABSTRACT - DEVELOPED UNDER THE AUTHORITY OF THE DEPARTMENT OF PUBLIC INSTRUCTION IN CONJUNCTION WITH AN EDUCATION WORKSHOP, THIS CURRICULUM GUIDE WAS DESIGNED TO ASSIST SCHOOL PERSONNEL IN PLANNING AND TEACHING PROGRAMS OF MIDDLE SCHOOL OCCUPATIONAL EDUCATION. THE MATERIAL IS NOT COMPLETE AND IS INTENDED FOR TEACHER MODIFICATION AND COMPLETION IN PREPARATION FOR CLASSROOM ACTIVITIES. FOLLOWING THE INTRODUCTION AND A STATED PHILOSOPHY, THE THREE PRIMARY SECTIONS ARE: (1) IMPLEMENTATION, INCLUDING THE COMPONENTS OF A PROGRAM, APPROACHES, OBJECTIVES, AND UNIT PLANS, (2) RESOURCES, INCLUDING THOSE FOR OCCUPATIONAL AND ACADEMIC SUBJECTS, AND FOR GUIDANCE, AND (3) MODEL UNITS, INCLUDING SUGGESTIONS FOR UNITS IN SELF APPRAISAL, RELATED SCHOOL OCCUPATIONS, INSURANCE, APPAREL OCCUPATIONS, AND BUILDING TRADES. (GEB)

VT 014 608 ED 058 457
WOODS, HARVEY S.; STITT, THOMAS R.
NEPAL VOCATIONAL AGRICULTURE TEACHER'S HANDBOOK.

SOUTHERN ILLINOIS UNIV., CARBONDALE. DEPT. OF AGRICULTURAL INDUSTRIES.
JANAK EDUCATION MATERIALS CENTER, BHAKTAPUR (NEPAL).
EDRS PRICE MF-$0.65 HC-$9.87.
PUB DATE - AUG71 250P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE TEACHERS; VOCATIONAL AGRICULTURE; *MANUALS; AGRICULTURAL EDUCATION; *TEACHER EDUCATION; TEACHING GUIDES; TEACHING TECHNIQUES; TEACHING METHODS; UNIT PLANS; FOREIGN COUNTRIES; *DEVELOPING NATIONS; STUDENT CHARACTERISTICS; FAMILY CHARACTERISTICS; *EFFECTIVE TEACHING; LEARNING PROCESSES; STUDENT ORGANIZATIONS
IDENTIFIERS - *NEPAL

ABSTRACT - THIS TWO-PART HANDBOOK REVIEWS PRESENT TEACHING MATERIALS USED BY VOCATIONAL AGRICULTURE TEACHERS OF NEPAL, DISCUSSES OPPORTUNITIES FOR IMPROVEMENT OF CURRICULUM MATERIALS AND TEACHING METHODS, AND PROVIDES ADDITIONAL MATERIALS FOR THE IMPROVEMENT OF ACADEMIC, VOCATIONAL, AND PROFESSIONAL COMPETENCIES FOR ALL VOCATIONAL AGRICULTURE TEACHERS OF NEPAL. THE FIRST PART OF THE

HANDBOOK DISCUSSES: (1) THE STATUS OF VOCATIONAL AGRICULTURE IN NEPAL WITH RESPECT TO SCHOOLS OFFERING PROGRAMS AND THE CHARACTERISTICS OF AN OPTIMUM TEACHING ENVIRONMENT, (2) EDUCATIONAL AND FAMILY BACKGROUNDS OF FULL-TIME VOCATIONAL AGRICULTURE STUDENTS, (3) CONDITIONS CONFRONTING GRADUATES, (4) PRINCIPLES OF TEACHING AND LEARNING, (5) EFFECTIVE TEACHING METHODS, (6) SUPERVISED FARMING, (7) FUTURE FARMERS OF NEPAL, (8) A COURSE OF STUDY IN VOCATIONAL AGRICULTURE, AND (9) YOUNG FARMER TRAINING PROGRAM. THE SECOND PART OF THE HANDBOOK INCLUDES: (1) A DISCUSSION OF LESSON PLAN PREPARATION, INCLUDING DEFINITIONS OF LESSON PLAN AND OBJECTIVE, SUGGESTED TEACHING METHODS, AND COMPONENTS OF A LESSON PLAN, (2) A DISCUSSION OF TEACHING METHODS, INCLUDING LECTURE, GROUP DISCUSSION, SUPERVISED STUDY AND DISCUSSION DEMONSTRATIONS, FIELD TRIPS, AND OTHERS, AND (3) SEVERAL SAMPLE LESSON PLANS. (SB)

VT 014 625
MALANY, LEGRAND L.; PENDLETON, JOHN T.
BASIC TRAINING PROGRAM FOR DRIVER LICENSE EXAMINERS. COURSE GUIDE.

TECHNICAL EDUCATION RESEARCH CENTER, URBANA-CHAMPAIGN, ILL.
DEPARTMENT OF TRANSPORTATION, WASHINGTON, D.C. NATIONAL HIGHWAY SAFETY BUREAU.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 1AUG71 55P.

DESCRIPTORS - *CURRICULUM GUIDES; STUDY GUIDES; *DRIVER EDUCATION; MANUALS; OCCUPATIONAL INFORMATION; *EXAMINERS; REFERENCE MATERIALS; STATE OFFICIALS; PROGRAM DESCRIPTIONS; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - *DRIVER LICENSE EXAMINERS

ABSTRACT - DEVELOPED BY A RESEARCH CENTER FOR THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION, THIS COURSE GUIDE IS ONE OF FOUR BASIC MATERIALS DESIGNED TO HELP STATES IMPLEMENT DRIVER LICENSE EXAMINER TRAINING. THE GUIDE PRESENTS AN OVERVIEW OF THE TOTAL PROGRAM, INCLUDING INSTRUCTOR AND RESOURCE REQUIREMENTS. SECTIONS FOR THE 37 UNITS ARE: (1) INTRODUCTION, (2) TRAINING PROGRAM OUTLINE, (3) PROGRAM PARTICULARS, (4) PRESENTING THE TRAINING PROGRAM, AND (5) EXAMINER PREREQUISITES. (GEB)

VT 014 626
TURNER, J. HOWARD, AND OTHERS
SMALL ENGINES: CARE--OPERATION--MAINTENANCE--REPAIR. VOLUME 2 OF TWO VOLUMES, MAINTENANCE AND REPAIR.

AMERICAN ASSOCIATION FOR VOCATIONAL INSTRUCTIONAL MATERIALS, ATHENS, GA.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
AMERICAN ASSOCIATION FOR VOCATIONAL, INSTRUCTIONAL MATERIALS, ENGINEERING CENTER, ATHENS, GEORGIA 30601 ($9.00)
PUB DATE - JUN71 204P.1971 REVISION.

DESCRIPTORS - *TEXTBOOKS; VOCATIONAL EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *POWER MECHANICS; *ENGINES; JUNIOR HIGH SCHOOLS; TECHNICAL ILLUSTRATIONS; REFERENCE MATERIALS; MAINTENANCE; INSTRUCTIONAL MATERIALS; *AUTO MECHANICS (OCCUPATION)

ABSTRACT - DEVELOPED BY EDUCATORS AND GOVERNMENT, BUSINESS, AND INDUSTRY CONSULTANTS, THIS REFERENCE, VOLUME II OF TWO VOLUMES, IS FOR STUDENT AND TEACHER USE AS PART OF A COURSE ON THE MAINTENANCE AND REPAIR OF SMALL ENGINES. MAJOR TOPICS INCLUDE: (1) MAINTENANCE AND REPAIR OF SMALL GASOLINE ENGINES, (2) MAINTAINING AND REPAIRING IGNITION SYSTEMS, (3) REPAIRING FAIL SYSTEMS, (4) REPAIRING GOVERNORS, (5) REPAIRING VALVES, (6) REPAIRING CYLINDERS AND PISTON-AND-ROD ASSEMBLIES, (7) REPAIRING LUBRICATING MECHANISMS IN 4-CYCLE ENGINES, (8) REPAIRING CAMSHAFT ASSEMBLIES IN 4-CYCLE ENGINES, AND (9) REPAIRING CRANKSHAFT ASSEMBLIES. THIS MATERIAL IS DESIGNED FOR USE IN JUNIOR HIGH SCHOOL VOCATIONAL PROGRAMS, AND REQUIRES A TEACHER WITH SOME BASIC BACKGROUND IN THE FIELD. EXTENSIVE USE IS MADE OF TECHNICAL ILLUSTRATIONS IN COLOR, AND THE DOCUMENT INCLUDES AN OWNER'S ENGINE INFORMATION FORM AND A LIST OF REFERENCES. A RELATED DOCUMENT, VOLUME I IS AVAILABLE AS VT 013 575 (AIM VOL. 5, NO. 1). (GEB)

VT 014 627
BUILDING INDUSTRIES OCCUPATIONS. A SUGGESTED SYLLABUS OF BASIC INSTRUCTION IN THE TRADES OF CARPENTRY, MASONRY, PLUMBING, HEATING, ELECTRICITY, AIR CONDITIONING, AND PAINTING AND DECORATING.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
PUBLICATIONS DISTRIBUTION UNIT, THE STATE EDUCATION DEPARTMENT, EDUCATION BUILDING ANNEX, ALBANY, NEW YORK 12224 ($.75)
PUB DATE - 71 126P.

DESCRIPTORS - *BUILDING TRADES; *CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; CARPENTERS; MASONRY; PLUMBING; HEATING; ELECTRICITY; AIR CONDITIONING; PAINTING; *EDUCATIONAL OBJECTIVES; COURSE CONTENT

ABSTRACT - PREPARED BY A CURRICULUM COMMITTEE, THIS CURRICULUM GUIDE IS DESIGNED FOR USE BY ADMINISTRATORS AND TEACHERS OF TRADE EDUCATION IN PRESENTING BASIC INSTRUCTION AND ENTRY LEVEL SKILLS IN THE TRADES OF CARPENTRY, MASONRY, PLUMBING, HEATING, ELECTRICITY, AIR CONDITIONING, AND PAINTING AND DECORATING. THE BUILDING INDUSTRIES OCCUPATIONS COURSE IN A 2-YEAR PROGRAM OF APPROXIMATELY 160 3-PERIOD TEACHING DAYS PER YEAR. THE REQUIRED CONTENT IS DESIGNED TO BE TAUGHT IN 80 PERCENT OF THE TOTAL TIME WITH THE OTHER 20 PERCENT ADAPTED TO LOCAL CONDITIONS SUCH AS EMPLOYMENT PROSPECTS, STUDENT ABILITY AND MOTIVATION, AND PHYSICAL PLANT CHARACTERISTICS. THE GUIDE IS ORGANIZED IN UNITS BY TRADE AREA, AND CONSISTS OF A 3-COLUMN FORMAT THAT INCLUDES CONTENT, OBJECTIVES, AND INFORMATION FOR THE TEACHER. LISTS OF BOOKS, TRANSPARENCIES, FILMSTRIPS, AND SOUND FILMS BY TRADE AREA, AND SOURCE ADDRESSES ARE APPENDED. (GEB)

VT 014 628
CUSTOMER RELATIONS, INSTRUCTOR'S GUIDE.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. DIV. OF VOCATIONAL-TECHNICAL PROGRAMS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 41P.

DESCRIPTORS - *HUMAN RELATIONS; *SALESMANSHIP; BUSINESS SUBJECTS; PERSONALITY DEVELOPMENT; *IMPROVEMENT PROGRAMS; *EMPLOYEE ATTITUDES; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS

ABSTRACT - DEVELOPED BY THE STATE BOARD OF EDUCATION, THIS TEACHING GUIDE IS DESIGNED FOR INSTRUCTOR USE IN TEACHING CUSTOMER RELATIONS IN THE EMPLOYEE IMPROVEMENT PROGRAM. THE COURSE IS DESIGNED TO IMPROVE CUSTOMER RELATIONS AND TO DEVELOP A CLIENTELE BY BETTER UNDERSTANDING THE CUSTOMER. CONTENTS INCLUDE SESSIONS ENTITLED: (1) THE CUSTOMER AND RELATIONSHIPS, (2) TODAY'S ADULT CUSTOMERS, (3) TODAY'S TEENAGE CUSTOMERS, (4) UNDERSTANDING WHY CUSTOMERS BUY AND THE IMPORTANCE OF SERVICE, AND (5) CUSTOMER SERVICE. THE MATERIAL PROVIDED FOR EACH SESSION INCLUDES OBJECTIVES OF THE SESSION, SUPPLIES NEEDED, CONTENT, AND TEACHING SUGGESTIONS. SUMMARY QUIZZES, PROBLEMS OF TODAY'S CUSTOMERS, AND SUGGESTIONS FOR ANALYZING CUSTOMER WANTS ARE INCLUDED. (GEB)

VT 014 629
TOURIST PROMOTION AND HUMAN RELATIONS. AN INSTRUCTOR'S GUIDE.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. DIV. OF VOCATIONAL-TECHNICAL PROGRAMS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 59P.

DESCRIPTORS - *HUMAN RELATIONS; PERSONALITY DEVELOPMENT; *EMPLOYEE ATTITUDES; BUSINESS SUBJECTS; *IMPROVEMENT PROGRAMS; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS; *TOURISM
IDENTIFIERS - NORTH CAROLINA

ABSTRACT - DEVELOPED BY THE STATE BOARD OF EDUCATION, THIS TEACHING GUIDE PROVIDES SUGGESTIONS FOR INSTRUCTORS TEACHING THE PRACTICE OF TOURIST PROMOTION AND HUMAN RELATIONS. OUTLINES ARE PROVIDED FOR THE SESSIONS, ENTITLED: (1) ORIENTATION AND BACKGROUND OF THE TOURIST INDUSTRY, (2) CHARACTERISTICS OF THE TOURIST, (3) SERVING THE TOURIST IS A JOB OF SALESMANSHIP, AND (4) HUMAN RELATIONS. EACH SECTION INCLUDES SUGGESTIONS TO THE INSTRUCTOR AND A TEACHING OUTLINE. A LIST OF PERSONALITY TRAITS MOST CUSTOMERS LIKE AND DISLIKE, THE TEN COMMANDMENTS OF HUMAN RELATIONS, A SHORT COURSE IN HUMAN RELATIONS, THE ABC'S OF COURTESY, AND SIX PRINCIPLES SET FORTH BY J.C. PENNEY ARE APPENDED. (GEB)

VT 014 638
PHILIPS, SOL
MANUFACTURING TECHNOLOGY, CURRICULUM GUIDE.

LOS RIOS JUNIOR COLL. DISTRICT, SACRAMENTO, CALIF.
CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO. OFFICE OF THE CHANCELLOR.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OFFICE OF THE CHANCELLOR, CALIFORNIA COMMUNITY COLLEGES, 825 15TH STREET, SACRAMENTO, CALIFORNIA 95814
PUB DATE - DEC71 57P.

DESCRIPTORS - *MANUFACTURING INDUSTRY; *INDUSTRIAL TECHNOLOGY; ASSOCIATE DEGREES; *CURRICULUM GUIDES; *INDUSTRIAL EDUCATION; PROGRAM DESCRIPTIONS; OCCUPATIONAL INFORMATION; STATE PROGRAMS; COMMUNITY COLLEGES; REFERENCE MATERIALS; *TECHNICAL EDUCATION
IDENTIFIERS - CALIFORNIA

ABSTRACT - DEVELOPED BY A STATE ADVISORY COMMITTEE, THIS CURRICULUM GUIDE IS DESIGNED FOR ADMINISTRATORS AND TEACHERS OF 2-YEAR ASSOCIATE DEGREE MANUFACTURING TECHNOLOGY PROGRAMS. THE GUIDE CONSISTS OF A SUGGESTED COURSE SEQUENCE AND OUTLINES A PROGRAM FOR PERSONS PREPARING TO SERVE INDUSTRY IN THE FIELD OF MANUFACTURING. CONTENTS INCLUDE: (1) PHILOSOPHY, OBJECTIVES, AND DEFINITIONS, (2) SURVEY INFORMATION COMPILATION, (3) JOB DESCRIPTIONS, (4) SUGGESTED PROGRAMS, AND (5) COURSE OUTLINES. A BIBLIOGRAPHY OF TEXTS, REFERENCES, AND PERIODICALS IS INCLUDED AND PICTURES PROVIDE ILLUSTRATIONS OF EQUIPMENT AND PROCESSES. (GEB)

VT 014 639
AN OUTLINE OF CURRICULUM CONTENT, HUMAN GROWTH, AND DEVELOPMENT, KINDERGARTEN THROUGH GRADE THREE. FOR TEACHER USE ONLY.

MINNEAPOLIS PUBLIC SCHOOLS, MINN.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 45P.

DESCRIPTORS - *CURRICULUM GUIDES; *SEX EDUCATION; *ELEMENTARY GRADES; ELEMENTARY SCHOOL CURRICULUM; FAMILY LIFE EDUCATION; TEACHER EDUCATION; PARENT EDUCATION; BIBLIOGRAPHIES; GRADE 3

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN PLANNING EXPERIENCES RELATED TO HUMAN GROWTH AND DEVELOPMENT FOR GRADES K-3. CONTENTS ARE ORGANIZED BY GRADE LEVEL AND INCLUDE MAJOR CONCEPTS ACCOMPANIED BY SUBJECT MATTER CONTENT, ACTIVITIES, AND RESOURCES. AN INTRODUCTORY SECTION PROVIDES AN OVERVIEW AND BACKGROUND OF THE HUMAN GROWTH AND DEVELOPMENT PROGRAM, SUGGESTIONS FOR ADMINISTRATOR USE IN PROGRAM ORIENTATION, AND A LISTING OF FILMS FOR TEACHER AND PARENT EDUCATION. A LISTING OF SUGGESTED REFERENCES FOR PARENTS AND TEACHERS IS INCLUDED. A RELATED DOCUMENT IS AVAILABLE AS VT 014 640, ALSO IN THIS ISSUE. (SB)

VT 014 640
AN OUTLINE OF CURRICULUM CONTENT, HUMAN

GROWTH, AND DEVELOPMENT, FOURTH, FIFTH AND SIXTH GRADES. FOR TEACHER USE ONLY.

MINNEAPOLIS PUBLIC SCHOOLS, MINN.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 35P.

DESCRIPTORS - *CURRICULUM GUIDES; *SEX EDUCATION; *ELEMENTARY GRADES; ELEMENTARY SCHOOL CURRICULUM; FAMILY LIFE EDUCATION; PARENT EDUCATION; BIBLIOGRAPHIES; GRADE 4

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN PLANNING EXPERIENCES RELATED TO HUMAN GROWTH AND DEVELOPMENT FOR GRADES 4-6. CONTENTS ARE ORGANIZED BY GRADE LEVEL AND INCLUDE MAJOR CONCEPTS ACCOMPANIED BY SUBJECT MATTER CONTENT, ACTIVITIES, AND RESOURCES. AN INTRODUCTORY SECTION PROVIDES AN OVERVIEW AND BACKGROUND OF THE HUMAN GROWTH AND DEVELOPMENT PROGRAM AND SUGGESTIONS FOR ADMINISTRATOR AND TEACHER USE IN PROGRAM ORIENTATION. A LISTING OF SUGGESTED REFERENCES FOR PARENTS, TEACHERS, AND CHILDREN IS INCLUDED. A RELATED DOCUMENT IS AVAILABLE AS VT 014 640, ALSO IN THIS ISSUE. (SB)

VT 014 641
THE CURRICULUM GUIDE FOR PERSONAL TYPING, GRADE 9.

MOUNT LEBANON SCHOOL DISTRICT, PITTSBURGH, PA.
MF AVAILABLE IN VT-ERIC SET.
MT. LEBANON SCHOOL DISTRICT, BOWER HILL ROAD AT MOFFETT STREET, PITTSBURGH, PENNSYLVANIA 15243 ($1.00)
PUB DATE - 70 35P.

DESCRIPTORS - *CURRICULUM GUIDES; *TYPEWRITING; GRADE 9; TYPISTS; BUSINESS SUBJECTS; OFFICE MACHINES; *STUDY GUIDES; *RESOURCE UNITS; *INDEPENDENT STUDY

ABSTRACT - THIS GUIDE IS DESIGNED TO AID INSTRUCTORS IN PRESENTING A 1-SEMESTER BEGINNING TYPING COURSE THAT WILL ENABLE NINTH GRADE STUDENTS TO DEVELOP TYPING SKILLS FOR PERSONAL USE. CONTENTS CONSIST OF 15 RESOURCE UNITS SEQUENCED TO MAXIMIZE STUDENT SELF-DIRECTED STUDY, INCLUDING: (1) BASIS FOR TOUCH TYPING, (2) ALPHABETIC KEYBOARD, (3) FIGURES AND SYMBOLS, (4) VERTICAL AND HORIZONTAL CENTERING, (5) CORRESPONDENCE, (6) MANUSCRIPTS, (7) TABULATION, (8) COMPOSITION AT THE TYPEWRITER, (9) RELATED LEARNINGS, AND (10) MACHINE CARE. UNITS CONTAIN SPECIFIC BEHAVIORAL GOALS FOR THE LEARNER, CONTENT OUTLINE, AND SUGGESTED LEARNING ACTIVITIES. (AW)

VT 014 642 ED 057 257
ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION AND ABSTRACTS OF RESEARCH AND RELATED MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION. ANNUAL INDEX 1970-71.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$26.32.
CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION, 1900 KENNY ROAD, COLUMBUS, OHIO 43210 (QUARTERLY, ONE YEAR $11.00; TWO YEARS $18.00)
PUB DATE - 71 701P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *INDEXES (LOCATERS); *VOCATIONAL EDUCATION; *EDUCATIONAL RESEARCH; TECHNICAL EDUCATION; CLEARINGHOUSES; RESOURCE MATERIALS; *BIBLIOGRAPHIES; RESEARCH MATERIALS; INFORMATION STORAGE; INFORMATION RETRIEVAL

ABSTRACT - THIS PUBLICATION PROVIDES COMBINED CUMULATIVE INDEXES TO THE FIVE ISSUES OF "ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION" (AIM) AND "ABSTRACTS OF RESEARCH AND RELATED MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION" (ARM) PUBLISHED FALL 1970-FALL 1971. RESEARCHERS, SUPERVISORS, TEACHER EDUCATORS, EDUCATION SPECIALISTS, ADMINISTRATORS, AND TEACHERS MAY USE THIS DOCUMENT AS A TOOL IN SEARCHING BY AUTHOR OR BY SUBJECT FOR MATERIALS ACQUIRED AND PROCESSED BY THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) CLEARINGHOUSE ON VOCATIONAL AND TECHNICAL EDUCATION. SECTIONS INCLUDE: (1) SUBJECT INDEX, (2) PERSONAL AND INSTITUTIONAL AUTHORS INDEX, AND (3) CONVERSION OF DOCUMENT NUMBER INDEX CUMULATIVE FOR AIM AND ARM FROM FALL 1967 THROUGH FALL 1971. WITHIN THE FIRST TWO SECTIONS, MATERIALS ARE LISTED BY VT IDENTIFICATION NUMBER INCLUDING THE TITLE, AND GIVE THE LOCATION OF THE FULL ABSTRACT IN AIM, ARM, OR IF APPLICABLE, "RESEARCH IN EDUCATION" (RIE). (CD)

VT 014 650
PARADY, W. HAROLD, AND OTHERS
ELECTRIC MOTORS--SELECTION, PROTECTION, AND DRIVES.

AMERICAN ASSOCIATION FOR VOCATIONAL INSTRUCTIONAL MATERIALS, ATHENS, GA.
MF AVAILABLE IN VT-ERIC SET.
AMERICAN ASSOCIATION FOR VOCATIONAL INSTRUCTIONAL MATERIALS, ENGINEERING CENTER, ATHENS, GEORGIA 30601 ($2.60)
PUB DATE - JAN72 53P.

DESCRIPTORS - *MANUALS; *TRADE AND INDUSTRIAL EDUCATION; *GUIDES; *ELECTRIC MOTORS; INSTRUCTIONAL MATERIALS; *CONSUMER EDUCATION; ELECTRICITY; KINETICS

ABSTRACT - DEVELOPED BY THE AMERICAN ASSOCIATION FOR VOCATIONAL INSTRUCTIONAL MATERIALS, THIS MANUAL IS DESIGNED TO HELP PERSONS SELECT THE ELECTRIC MOTOR THAT IS BEST SUITED TO DRIVE SPECIFIED EQUIPMENT. UNDER THE SELECTION OF ELECTRIC MOTORS ATTENTION IS GIVEN TO MOTOR SPEED AND DUTY, AND TYPES OF BEARINGS, ENCLOSURES AND MOUNTING. UNITS ARE PRESENTED ON SELECTING MOTOR DRIVES AND DETERMINING DRIVE SIZES. AN ALPHABETICAL INDEX AND A LIST OF COMPANION PUBLICATIONS AND VISUALS ARE INCLUDED. EXTENSIVE ILLUSTRATIONS ARE PROVIDED BY COLOR PICTURES AND LINE DRAWINGS. (GEB)

VT 014 652
DRIVER AND TRAFFIC SAFETY EDUCATION.

MANKATO INDEPENDENT SCHOOL DISTRICT 77, MINN.
MF AVAILABLE IN VT-ERIC SET.
INDEPENDENT SCHOOL DISTRICT 77, 51 PARK LANE,
MANKATO, MINNESOTA 56001 ($4.00)
PUB DATE - 70 219P.

DESCRIPTORS - *DRIVER EDUCATION; *TRAFFIC SAFETY; *CURRICULUM GUIDES; *PROGRAM DESCRIPTIONS; SIMULATION; INSTRUCTIONAL MATERIALS; *TEACHING GUIDES; REFERENCE MATERIALS; RESOURCE MATERIALS; SECONDARY GRADES

ABSTRACT - DEVELOPED BY A CURRICULUM COMMITTEE, THIS CURRICULUM GUIDE WAS WRITTEN TO PROVIDE AN UNDERSTANDING OF THE ELEMENTS OF A COMPREHENSIVE 4-PHASE PROGRAM AND TO PROVIDE A GUIDE FOR TEACHERS, SUPERVISORS, AND ADMINISTRATORS IN THE ORGANIZATION, ADMINISTRATION, AND PLANNING OF SUCH A PROGRAM. THE PROGRAM IS DESIGNED FOR 55-MINUTE PERIODS FOR 60 DAYS WITH 12 STUDENTS PER CLASSROOM GROUP. THE GUIDE CONSISTS OF: (1) A PART THAT DEVELOPS THE CLASSROOM PHASE OF DRIVER EDUCATION, (2) ONE THAT PRESENTS THE CORRELATION OF CLASSROOM, SIMULATION, AND ON-STREET PHASES OF THE PROGRAM, AND (3) A PART THAT PRESENTS THE LABORATORY PHASE. EACH PART CONTAINS CONCEPTS, BEHAVIORAL OBJECTIVES, SUGGESTED LEARNING ACTIVITIES AND RESOURCES, RECOMMENDED TEXT AND REFERENCE BOOKS, SUGGESTED AUDIO-VISUAL MATERIALS, AND A SPACE FOR TEACHER'S COMMENTS. A SAMPLE LETTER TO PARENTS, A SIMULATION RECORD CARD, A BIBLIOGRAPHY, AND SOURCES FOR FILMS, FILMSTRIPS AND TRANSPARENCIES ARE APPENDED. (GEB)

VT 014 661
CURRICULUM GUIDE FOR STUDENTS WITH SPECIAL NEEDS IN CIVIC EDUCATION.

BELLEVUE PUBLIC SCHOOLS, NEBR.
MF AVAILABLE IN VT-ERIC SET.
BELLEVUE PUBLIC SCHOOLS, DEPARTMENT OF
CURRICULUM AND INSTRUCTION, BOX 458,
BELLEVUE, NEBRASKA 68005 ($1.50)
PUB DATE - AUG70 23P.

DESCRIPTORS - *CIVICS; *CURRICULUM GUIDES; *DISADVANTAGED YOUTH; *VOCATIONAL EDUCATION; COURSE CONTENT; COMMUNITY SERVICES; OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; GOVERNMENT ROLE

ABSTRACT - DEVELOPED WITHIN A LOCAL SCHOOL PROGRAM, THIS CURRICULUM GUIDE IS DESIGNED TO ASSIST INSTRUCTORS IN TEACHING CIVIC EDUCATION TO STUDENTS WITH SPECIAL NEEDS. CONTENTS INCLUDE UNITS ON: (1) FOREIGN AFFAIRS, (2) FINANCES, (3) STATE AND NATIONAL POLICY MAKERS, (4) RACIAL QUESTIONS, (5) BUSINESS WORLD, (6) DRUGS, (7) THE NEW GENERATION, (8) RECREATION, (9) PROPAGANDA, (10) PRESSURE GROUPS, (11) CRIME, (12) ECONOMICS, (13) LABOR UNIONS, AND (14) JUDICIAL BRANCH. EACH UNIT, DIVIDED INTO A 3-COLUMN FORMAT, CONTAINS STATED OBJECTIVES, AND SUGGESTED TOPICS, AND ACTIVITIES AND MATERIALS. (GEB)

VT 014 662
CURRICULUM GUIDE FOR STUDENTS WITH SPECIAL NEEDS IN COMMUNICATIONS.

BELLEVUE PUBLIC SCHOOLS, NEBR.
MF AVAILABLE IN VT-ERIC SET.
BELLEVUE PUBLIC SCHOOLS, DEPARTMENT OF
CURRICULUM AND INSTRUCTION, BOX 458,
BELLEVUE, NEBRASKA 68005 ($1.50)
PUB DATE - AUG70 22P.

DESCRIPTORS - *VOCATIONAL EDUCATION; COMMUNICATIONS; *INFORMATION SCIENCE; *CURRICULUM GUIDES; *DISADVANTAGED YOUTH; SECONDARY GRADES; WRITING SKILLS; READING INSTRUCTION; *RESOURCE MATERIALS; OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE

ABSTRACT - PREPARED FOR LOCAL SCHOOLS, THIS CURRICULUM GUIDE IS FOR INSTRUCTOR USE IN TEACHING COMMUNICATIONS TO STUDENTS WITH SPECIAL NEEDS. THIS COURSE, DESIGNED FOR GRADE LEVELS 9-12, SHOULD EQUIP STUDENTS FOR USEFUL EMPLOYMENT, IT SHOULD DEVELOP ABILITIES, ATTITUDES, WORK HABITS, AND APPRECIATIONS WHICH CONTRIBUTE TO A SATISFYING AND PRODUCTIVE LIFE, AND CONTRIBUTE TO STUDENTS' GENERAL EDUCATION NEEDS. INCLUDED IN THE 25 UNITS, ARE TOPICS SUCH AS: (1) LISTENING, (2) LIBRARY, (3) THE FRAMEWORK OF EFFECTIVE COMMUNICATIONS, (4) BECOMING A SUCCESSFUL WORKER, (5) PREPARING FOR THE WORLD OF WORK, (6) WRITING CRAFTSMANSHIP, (7) READING FOR EMPLOYMENT AND ENJOYMENT, (8) VERBAL COMMUNICATION, (9) TELEPHONE/TELEGRAPH COMMUNICATION, AND (10) TURNER SERIES. EACH UNIT CONTAINS OBJECTIVES, SUGGESTED TOPICS, AND SUGGESTED LEARNING ACTIVITIES AND RESOURCES. SUGGESTED SOURCES OF SPEAKERS IN THE BELLEVUE AREA ARE INCLUDED. (GEB)

VT 014 663
VANDERFORD, DALE V.
PHILOSOPHY AND COURSE OUTLINE FOR DISADVANTAGED STUDENTS IN VOCATIONAL TRADE AND INDUSTRY.

BELLEVUE PUBLIC SCHOOLS, NEBR.
MF AVAILABLE IN VT-ERIC SET.
BELLEVUE PUBLIC SCHOOLS, DEPARTMENT OF
CURRICULUM AND INSTRUCTION, BOX 458,
BELLEVUE, NEBRASKA 68005 ($1.50)
PUB DATE - AUG70 19P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *CURRICULUM GUIDES; AUTO MECHANICS; METALS; WOODWORKING; MATHEMATICS; ENGLISH; *DISADVANTAGED YOUTH; *EDUCATIONAL PHILOSOPHY; OCCUPATIONAL GUIDANCE; COURSE CONTENT; OCCUPATIONAL INFORMATION

ABSTRACT - DEVELOPED AS RECOMMENDATIONS TO A PLANNING COMMITTEE, THIS CURRICULUM GUIDE IS DESIGNED TO AID INSTRUCTORS IN TEACHING VOCATIONAL TRADE AND INDUSTRY TO DISADVANTAGED STUDENTS. IT IS SUGGESTED THAT THESE ACTIVITIES BE USED WITH RELATIVELY SMALL CLASSES IN THE AREAS OF INDUSTRIAL ARTS AND VOCATIONAL EDUCATION. CONTENTS INCLUDE A SUGGESTED OUTLINE FOR TEACHING WOODWORKING, AUTO MECHANICS, AND METAL WORKING PLUS

RECOMMENDATIONS TO THE ENGLISH AND MATHEMATICS DEPARTMENTS. THE OUTLINES INCLUDE: (1) PREREQUISITES, (2) JOB OPPORTUNITIES AVAILABLE TO STUDENTS, AND (3) SUGGESTED ACTIVITIES. A BIBLIOGRAPHY IS INCLUDED. (GEB)

VT 014 666

VOCATIONAL YOUTH ORGANIZATIONS IN DELAWARE. AN INTEGRAL PART OF VOCATIONAL EDUCATION PROGRAMS.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION, DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - APR71 40P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *STUDENT ORGANIZATIONS; *TEACHING METHODS; *COCURRICULAR ACTIVITIES; *YOUTH CLUBS
IDENTIFIERS - FUTURE FARMERS OF AMERICA; FFA; FUTURE HOMEMAKERS OF AMERICA; FHA; DISTRIBUTIVE EDUCATION CLUBS OF AMERICA; DECA; VOCATIONAL INDUSTRIAL CLUBS OF AMERICA; VICA; DELAWARE BUSINESS CLUBS; DBC

ABSTRACT - YOUTH ORGANIZATIONS IN VOCATIONAL EDUCATION PROVIDE OPPORTUNITIES FOR DEVELOPING A FEELING OF BELONGINGNESS AND PRIDE IN STUDENTS, INTERPRETING VOCATIONAL EDUCATION TO OTHERS, AND IMPROVING THE PUBLIC IMAGE OF VOCATIONAL EDUCATION. THIS PUBLICATION DISCUSSES THE BENEFITS AND ROLE OF STUDENT ORGANIZATIONS AND UTILIZING AND IMPLEMENTING THE ORGANIZATIONS AS A METHOD OF INSTRUCTION. THE BOOKLET ALSO PRESENTS DESCRIPTIONS OF THE FOLLOWING STUDENT ORGANIZATIONS: (1) FUTURE FARMERS OF AMERICA, (2) DISTRIBUTIVE EDUCATION CLUBS OF AMERICA, (3) VOCATIONAL INDUSTRIAL CLUBS OF AMERICA, (4) DELAWARE BUSINESS CLUBS, AND (5) FUTURE HOMEMAKERS OF AMERICA. SOURCES OF ADDITIONAL INFORMATION ARE INCLUDED. (SB)

VT 014 669

A RESOURCE BULLETIN FOR HOME ECONOMICS--LIVING IN THE HOME. A RESOURCE GUIDE FOR HOME ECONOMICS TEACHERS.

BALTIMORE COUNTY BOARD OF EDUCATION, TOWSON, MD.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF BALTIMORE COUNTY, TOWSON, MARYLAND 21204 ($7.00)
PUB DATE - 70 230P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *FAMILY LIFE EDUCATION; CONSUMER EDUCATION; HOME ECONOMICS EDUCATION; HUMAN DEVELOPMENT; SEX EDUCATION; HOUSING; INTERIOR DESIGN; *RESOURCE GUIDES; CURRICULUM GUIDES; EDUCATIONAL RESOURCES; LEARNING ACTIVITIES

ABSTRACT - PREPARED BY A COMMITTEE OF HOME ECONOMICS TEACHERS, THIS TEACHER'S RESOURCE GUIDE CONTAINS THESE FAMILY LIVING UNITS: (1) HUMAN DEVELOPMENT AND THE FAMILY, (2) CONSUMER EDUCATION AND THE FAMILY, AND (3) HOUSING AND INTERIOR DECORATION. UNITS CONTAIN A BRIEF DESCRIPTION, GENERALIZATIONS AND CONCEPTS, BIBLIOGRAPHY, AND CONTENT OUTLINE WITH ACCOMPANYING LEARNING ACTIVITIES AND RESOURCES. AN INTRODUCTORY SECTION CONTAINS EDUCATIONAL GOALS AND SUGGESTIONS FOR: (1) CONSTRUCTING UNIT AND LESSON PLANS, (2) CONDUCTING STUDY-READING, DISCUSSION, AND LABORATORY LESSONS, (3) PRESENTING DEMONSTRATIONS, (4) USING PUPIL REPORTS AND EVALUATING STUDENT PROGRESS, AND (5) VISUAL AIDS. RELATED GUIDES ARE AVAILABLE AS VT 014 670 AND VT 014 671 IN THIS ISSUE. (SB)

VT 014 670

A RESOURCE BULLETIN FOR HOME ECONOMICS--GRADE 8. A RESOURCE GUIDE FOR HOME ECONOMICS TEACHERS.

BALTIMORE COUNTY BOARD OF EDUCATION, TOWSON, MD.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF BALTIMORE COUNTY, TOWSON, MARYLAND 21204 ($5.00)
PUB DATE - JUN70 158P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *FAMILY LIFE EDUCATION; *RESOURCE GUIDES; HOME ECONOMICS EDUCATION; EDUCATIONAL RESOURCES; GRADE 8; CURRICULUM GUIDES; LEARNING ACTIVITIES

ABSTRACT - PREPARED BY A COMMITTEE OF HOME ECONOMICS TEACHERS, THIS TEACHER'S RESOURCE GUIDE CONTAINS UNITS IN THESE EIGHTH GRADE INSTRUCTIONAL AREAS: (1) FOODS AND NUTRITION, (2) CLOTHING AND TEXTILES, (3) PERSONAL GROOMING, (4) PERSONAL, FAMILY, AND SOCIAL RELATIONSHIPS, AND (5) CREATIVE HOMEMAKING. EACH INSTRUCTIONAL AREA CONTAINS A DESCRIPTION, GENERALIZATIONS, BIBLIOGRAPHY, AND A SUBJECT MATTER OUTLINE WITH ACCOMPANYING LEARNING ACTIVITIES AND RESOURCES. AN INTRODUCTORY SECTION CONTAINS EDUCATIONAL GOALS, COMPETENCIES NEEDED BY ADOLESCENTS, NATURE OF EIGHTH AND NINTH GRADE HOME ECONOMICS, TIME ALLOTMENTS, AND SUGGESTIONS FOR: (1) CONSTRUCTING UNIT AND LESSON PLANS, (2) CONDUCTING STUDY-READING, DISCUSSION, AND LABORATORY LESSONS, (3) PRESENTING DEMONSTRATIONS, (4) USING PUPIL REPORTS AND EVALUATING PUPIL PROGRESS, AND (5) VISUAL AIDS. RELATED GUIDES ARE AVAILABLE AS VT 014 669 AND VT 014 671 IN THIS ISSUE. (SB)

VT 014 671

A RESOURCE BULLETIN FOR HOME ECONOMICS--GRADE 9. A RESOURCE GUIDE FOR HOME ECONOMICS TEACHERS.

BALTIMORE COUNTY BOARD OF EDUCATION, TOWSON, MD.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF BALTIMORE COUNTY, TOWSON, MARYLAND 21204 ($5.00)
PUB DATE - 70 162P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *FAMILY LIFE EDUCATION; *RESOURCE GUIDES; HOME ECONOMICS EDUCATION; EDUCATIONAL RESOURCES; GRADE 9; CURRICULUM GUIDES; LEARNING ACTIVITIES

ABSTRACT - PREPARED BY A COMMITTEE OF HOME ECONOMICS TEACHERS, THIS TEACHER'S RESOURCE GUIDE CONTAINS UNITS IN THESE NINTH GRADE INSTRUCTIONAL AREAS: (1) FOODS AND NUTRITION,

(2) TEXTILES AND CLOTHING, (3) CHILD DEVELOPMENT, (4) FAMILY HEALTH, AND (5) CAREERS IN HOME ECONOMICS. EACH INSTRUCTIONAL AREA CONTAINS A DESCRIPTION, GENERALIZATIONS, BIBLIOGRAPHY, AND A SUBJECT MATTER OUTLINE WITH ACCOMPANYING LEARNING ACTIVITIES AND RESOURCES. AN INTRODUCTORY SECTION CONTAINS EDUCATIONAL GOALS, COMPETENCIES NEEDED BY ADOLESCENTS, NATURE OF EIGHTH AND NINTH GRADE HOME ECONOMICS, TIME ALLOTMENTS, AND SUGGESTIONS FOR: (1) CONSTRUCTING UNIT AND LESSON PLANS, (2) CONDUCTING STUDY-READING, DISCUSSION, AND LABORATORY LESSONS, (3) PRESENTING DEMONSTRATIONS, (4) USING PUPIL REPORTS AND EVALUATING PUPIL PROGRESS, AND (5) VISUAL AIDS. RELATED GUIDES ARE AVAILABLE AS VT 014 669 AND VT 014 670 IN THIS ISSUE. (SB)

VT 014 674
SHIELDS, JAMES T.; NEUDAHL, H. KENNETH
WILDLIFE CONSERVATION GUIDE FOR MINNESOTA FFA CHAPTER ADVISERS AND MEMBERS.

MINNESOTA FUTURE FARMERS OF AMERICA.
MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN71 32P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; AGRICULTURAL EDUCATION; *WILDLIFE MANAGEMENT; ANIMAL SCIENCE; COCURRICULAR ACTIVITIES; *STUDENT PROJECTS; *STUDENT ORGANIZATIONS; BIBLIOGRAPHIES
IDENTIFIERS - *FUTURE FARMERS OF AMERICA; FFA

ABSTRACT - DESIGNED FOR USE BY FUTURE FARMERS OF AMERICA CLUB MEMBERS, THIS BOOKLET OUTLINES PROJECTS THAT WILL INCREASE WILDLIFE ON FARM LAND AND HELP RURAL YOUTH TO BETTER UNDERSTAND WILDLIFE HABITAT REQUIREMENTS. CONTENTS ARE OUTLINED ACCORDING TO THESE BASIC STEPS: (1) DETERMINING THE TYPES OF GAME BIRDS OR ANIMALS THE LAND IS BEST SUITED TO PRODUCE, (2) STUDYING THE LIFE REQUIREMENTS OF THE SPECIES SELECTED FOR MANAGEMENT, (3) PREPARING A HABITAT MAP OF THE AREA, (4) MAKING A GENERAL INVENTORY OF THE GAME SPECIES ON THE AREA, (5) DETERMINING WHICH OF THE BASIC REQUIREMENTS OF THE SPECIES SELECTED IS LACKING OR IN NEED OF IMPROVEMENT, AND (6) DESIGNING PROJECTS THAT WILL IMPROVE THE WILDLIFE HABITAT AND INCREASE THE NUMBER OF GAME BIRDS OR ANIMALS. PROJECTS ARE INCLUDED FOR PHEASANT, PRAIRIE GROUSE, WATERFOWL, AND DEER AND RUFFED GROUSE. THE BOOKLET IS ILLUSTRATED WITH PHOTOGRAPHS AND LINE DRAWINGS AND A BIBLIOGRAPHY IS INCLUDED. (SB)

VT 014 678 ED 058 462
A DESCRIPTION AND SOURCE LISTING OF CURRICULUM MATERIALS IN AGRICULTURAL EDUCATION, 1971-1972.

AMERICAN VOCATIONAL ASSOCIATION, WASHINGTON, D.C. AGRICULTURAL EDUCATION DIV.
EDRS PRICE MF-$0.65 HC-$3.29.
VOCATIONAL AGRICULTURE SERVICE, 434 MUMFORD HALL, URBANA, ILLINOIS 61801
PUB DATE - 71 27P.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *INFORMATION SOURCES; *RESOURCE MATERIALS; AGRICULTURAL ENGINEERING; ANIMAL SCIENCE; SOIL SCIENCE; HORTICULTURE; FORESTRY; FIELD CROPS; AGRICULTURAL OCCUPATIONS; PESTICIDES; DISEASES; AGRONOMY; FARM MANAGEMENT

ABSTRACT - MEMBERS OF THE CURRICULUM MATERIALS COMMITTEE COLLECT MATERIALS AVAILABLE TO THEM PRIOR TO EACH AMERICAN VOCATIONAL ASSOCIATION MEETING. THE RESULTING BIBLIOGRAPHY CONTAINS CURRENT, NON-COMMERCIAL MATERIALS DEVELOPED BY PERSONS IN VOCATIONAL EDUCATION IN AGRICULTURE FOR USE IN THAT FIELD, BUT OF INTEREST BEYOND THE STATE IN WHICH IT WAS DEVELOPED. VOCATIONAL AGRICULTURE TEACHERS, AGRICULTURAL SUPERVISORS, AND AGRICULTURAL TEACHER EDUCATORS SHOULD FIND IT USEFUL. THIS 1971-72 ANNOTATED BIBLIOGRAPHY PRESENTS 169 REFERENCES CLASSIFIED ACCORDING TO THE AGDEX FILING SYSTEM. SUBJECTS COVERED ARE: (1) FIELD CROPS, (2) HORTICULTURE, (3) FORESTRY, (4) ANIMAL SCIENCE, (5) SOILS, (6) DISEASES AND PESTS, (7) AGRICULTURAL ENGINEERING, (8) AGRICULTURAL ECONOMICS, (9) AGRICULTURAL OCCUPATIONS, AND (10) PROFESSIONAL. (AW)

VT 014 697 ED 059 382
CURRICULUM GUIDE FOR FOOD SERVICE OCCUPATIONS.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
OREGON BOARD OF EDUCATION, 942 LANCASTER DRIVE, NE, SALEM, OREGON 97310 ($2.50)
PUB DATE - MAY70 210P.

DESCRIPTORS - *FOOD SERVICE OCCUPATIONS; *STATE CURRICULUM GUIDES; *OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; *CAREER EDUCATION; INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS; EQUIPMENT; BIBLIOGRAPHIES; SECONDARY EDUCATION; OCCUPATIONAL CLUSTERS; *LEARNING ACTIVITIES; HUMAN RELATIONS; SANITATION; SAFETY; FOOD PROCESSING OCCUPATIONS
IDENTIFIERS - THE OREGON WAY

ABSTRACT - DEVELOPED BY CURRICULUM SPECIALISTS ASSISTED BY AN ADVISORY COMMITTEE, THIS CURRICULUM GUIDE OUTLINES THE BASIC SKILLS AND KNOWLEDGE NECESSARY FOR ENTRY-LEVEL COMPETENCIES IN THE BROAD FIELD OF FOOD SERVICE OCCUPATIONS, OR FOR ENTRY INTO POST-HIGH SCHOOL PROGRAMS FOR ADVANCED WORK. DESIGNED FOR USE IN GRADES 11 AND 12, THE GUIDE IS ONE OF SEVERAL DEVELOPED FOR OREGON'S NEW APPROACH TO SECONDARY EDUCATION CALLED "THE OREGON WAY," A PROGRAM BASED ON THE ASSUMPTIONS THAT SECONDARY SCHOOLS SHOULD BE PREPARATORY FOR ALL STUDENTS, AND THAT A PREPARATORY PROGRAM TIES THE CURRICULUM TO THE LIVES OF STUDENTS. THE FOOD SERVICE OCCUPATIONS CLUSTER CURRICULUM IS BASED ON A SURVEY OF OREGON'S PRESENT AND PROJECTED NEEDS AND AN ANALYSIS OF JOB TITLES. FOLLOWING THE OCCUPATIONAL AND INSTRUCTIONAL DATA AND CURRICULUM SUGGESTIONS, OUTLINES ARE PROVIDED FOR EIGHT UNITS, EACH INCLUDING OBJECTIVES, SUBCONCEPTS AND CONTENT OUTLINES, SUGGESTED LEARNING ACTIVITIES, AND EVALUATION AND GENERALIZATION SUGGESTIONS. A LIST OF JOB DESCRIPTIONS, EQUIPMENT NEEDS, A BIBLIOGRAPHY, AND SUGGESTED TEACHING AIDS ARE APPENDED. (GEB)

VT 014 698 ED 060 197
CURRICULUM GUIDE FOR CLERICAL OCCUPATIONS.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
OREGON BOARD OF EDUCATION, 942 LANCASTER DRIVE, NE, SALEM, OREGON 97310 ($2.50)
PUB DATE - 71 138P.

DESCRIPTORS - *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *CURRICULUM GUIDES; SECONDARY EDUCATION; *PROGRAM GUIDES; ENTRY WORKERS; *OCCUPATIONAL CLUSTERS; CLERICAL OCCUPATIONS; RESOURCE MATERIALS; GRADE 11; GRADE 12
IDENTIFIERS - THE OREGON WAY

ABSTRACT - OREGON IS EMBARKING ON A NEW APPROACH TO SECONDARY EDUCATION AND THIS CLERICAL OCCUPATIONS CURRICULUM GUIDE WAS PREPARED TO ASSIST CURRICULUM SPECIALISTS IN DEVELOPING INSTRUCTIONAL MATERIALS FOR GRADE 11 AND 12 VOCATIONAL PROGRAMS. DEVELOPED IN CONSULTATION WITH REPRESENTATIVES OF INDUSTRY AND EDUCATION, THE GUIDE MAKES USE OF THE CLUSTER CONCEPT, MANPOWER DATA, THE DICTIONARY OF OCCUPATIONAL TITLES, BEHAVIORAL OBJECTIVES, AND SUGGESTED LEARNING ACTIVITIES. INCLUDED IN TABLE FORMAT ARE INSTRUCTIONAL SPECIFICATIONS FOR DEVELOPING ENTRY LEVEL SKILLS IN: (1) TYPEWRITING, (2) RECEPTIONING, (3) MAIL HANDLING, (4) FILING, (5) MONEY HANDLING, (6) RECORDKEEPING, (7) BUSINESS AND OFFICE MACHINES, AND (8) BUSINESS COMMUNICATIONS. INCLUDED IN THE APPENDIX IS INFORMATION ON A MODEL OFFICE, JOB APPLICATION, EQUIPMENT NEEDS, AND STATE-ADOPTED TEXTBOOKS. (JS)

VT 014 699 ED 059 383
CURRICULUM GUIDE FOR AGRICULTURE.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
OREGON BOARD OF EDUCATION, 942 LANCASTER DRIVE, NE, SALEM, OREGON 97310 ($2.50)
PUB DATE - MAR70 156P.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *STATE CURRICULUM GUIDES; *OCCUPATIONAL INFORMATION; *LEARNING ACTIVITIES; OCCUPATIONAL CLUSTERS; *CAREER EDUCATION; OCCUPATIONAL GUIDANCE; SECONDARY EDUCATION; INSTRUCTIONAL MATERIALS; CLUSTER ANALYSIS; BEHAVIORAL OBJECTIVES; ANIMAL SCIENCE; PLANT SCIENCE; FARM MECHANICS (OCCUPATIONS); LEADERSHIP TRAINING; SOIL SCIENCE
IDENTIFIERS - THE OREGON WAY

ABSTRACT - DEVELOPED THROUGH A COOPERATIVE EFFORT BY INDUSTRY AND EDUCATION, THIS CURRICULUM GUIDE OUTLINES THE BASIC KNOWLEDGE AND SKILLS NECESSARY FOR ENTRY-LEVEL COMPETENCIES IN THE BROAD FIELD OF AGRICULTURE, OR FOR ENTRANCE INTO A POST-HIGH SCHOOL PROGRAM. THIS GUIDE IS ONE OF SEVERAL DEVELOPED FOR OREGON'S NEW APPROACH TO SECONDARY EDUCATION CALLED "THE OREGON WAY," BASED ON THE ASSUMPTIONS THAT SECONDARY SCHOOLS SHOULD BE PREPARATORY FOR ALL STUDENTS, AND THAT A PREPARATORY PROGRAM TIES THE CURRICULUM TO THE LIVES OF STUDENTS. FOLLOWING THE OCCUPATIONAL AND INSTRUCTIONAL DATA AND CLUSTER CURRICULUM SUGGESTIONS, COURSE OUTLINES ARE PROVIDED FOR: (1) ANIMAL SCIENCE, (2) SOIL SCIENCE, (3) PLANT SCIENCE, (4) AGRICULTURE MECHANICS, (5) LEADERSHIP TRAINING AND PERSONAL DEVELOPMENT, AND (6) AGRICULTURE BUSINESS MANAGEMENT, PLUS A SUPPLEMENTARY UNIT ON AGRICULTURAL OCCUPATIONS. REQUIRED KNOWLEDGE AND SKILLS, BEHAVIORAL OBJECTIVES, AND SUGGESTED LEARNING ACTIVITIES ARE GIVEN FOR EACH UNIT. RECOMMENDATIONS FOR FACILITIES AND EQUIPMENT, AND EVALUATION CRITERIA AND PROCEDURES ARE APPENDED. (GEB)

VT 014 700 ED 059 384
CURRICULUM GUIDE FOR ELECTRICITY-ELECTRONICS.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
OREGON BOARD OF EDUCATION, 942 LANCASTER DRIVE, NE, SALEM, OREGON 97310 ($2.50)
PUB DATE - SEP69 142P.

DESCRIPTORS - *ELECTRICITY; *ELECTRONICS; *CAREER EDUCATION; *CURRICULUM GUIDES; OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; CLUSTER ANALYSIS; *OCCUPATIONAL CLUSTERS; LEARNING ACTIVITIES; ELECTRIC CIRCUITS; ELECTROMECHANICAL TECHNOLOGY; COMMUNICATIONS; ELECTRICAL APPLIANCE SERVICEMEN; ELECTRICIANS; ELECTRICAL OCCUPATIONS; SAFETY EDUCATION; BEHAVIORAL OBJECTIVES; REFERENCE MATERIALS
IDENTIFIERS - THE OREGON WAY

ABSTRACT - DEVELOPED THROUGH A COOPERATIVE EFFORT BY INDUSTRY AND EDUCATION, THIS CURRICULUM GUIDE OUTLINES THE BASIC SKILLS AND KNOWLEDGE NECESSARY FOR ENTRY-LEVEL COMPETENCIES IN THE BROAD FIELD OF ELECTRICITY-ELECTRONICS, OR FOR ENTRANCE INTO AN APPRENTICESHIP, POST-HIGH SCHOOL, OR UNIVERSITY PROGRAM. THIS GUIDE IS ONE OF SEVERAL DEVELOPED FOR OREGON'S NEW APPROACH TO SECONDARY EDUCATION CALLED "THE OREGON WAY." THE PROGRAM IS BASED ON THE ASSUMPTIONS THAT SECONDARY SCHOOLS SHOULD BE PREPARATORY FOR ALL STUDENTS, AND THAT A PREPARATORY PROGRAM TIES THE CURRICULUM TO THE LIVES OF STUDENTS. AS A RESULT OF ANALYZING OVER 350 SEPARATE OCCUPATIONS, FIVE KEY CLUSTERS FOR ELECTRICITY-ELECTRONICS WERE DERIVED: (1) ELECTRONICS ASSEMBLER, (2) ELECTRICAL REPAIRMAN, (3) ELECTRICAL APPLIANCE SERVICEMAN, (4) ELECTRONICS TECHNICIAN, AND (5) ELECTRICIAN. FOLLOWING THE OCCUPATIONAL AND INSTRUCTIONAL DATA AND CURRICULUM SUGGESTIONS, COURSE OUTLINES ARE PROVIDED FOR: (1) CIRCUITRY FUNDAMENTALS, (2) ELECTROMECHANICS, AND (3) COMMUNICATIONS. REQUIRED KNOWLEDGE, BEHAVIORAL OBJECTIVES, AND SUGGESTED LEARNING ACTIVITIES ARE GIVEN FOR EACH UNIT. INFORMATION RELATED TO SAFETY AND MAINTENANCE, AND A LIST OF SUGGESTED EQUIPMENT AND FACILITIES ARE APPENDED. (GEB)

VT 014 701 ED 059 385
CURRICULUM GUIDE FOR METALS.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
OREGON BOARD OF EDUCATION, 942 LANCASTER DRIVE, NE, SALEM, OREGON 97310 ($2.50)
PUB DATE - SEP69 181P.

DESCRIPTORS - *METALS; *CURRICULUM GUIDES; *OCCUPATIONAL INFORMATION; *CAREER EDUCATION; OCCUPATIONAL GUIDANCE; INSTRUCTIONAL MATERIALS; CLUSTER ANALYSIS; COMMUNICATIONS; SHEET METAL WORKERS; AUTO BODY REPAIRMEN; MACHINISTS; WELDERS; REFERENCE MATERIALS; SAFETY EDUCATION; EQUIPMENT; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; *OCCUPATIONAL CLUSTERS
IDENTIFIERS - THE OREGON WAY

ABSTRACT - DEVELOPED THROUGH A COOPERATIVE EFFORT BY INDUSTRY AND EDUCATION, THIS CURRICULUM GUIDE OUTLINES THE BASIC SKILLS AND KNOWLEDGE NECESSARY FOR ENTRY-LEVEL COMPETENCIES IN THE BROAD FIELD OF METALS, OR FOR ENTRANCE INTO AN APPRENTICESHIP, POST-HIGH SCHOOL, OR UNIVERSITY PROGRAM. THIS GUIDE IS ONE OF SEVERAL DEVELOPED FOR OREGON'S NEW APPROACH TO SECONDARY EDUCATION CALLED "THE OREGON WAY." THE PROGRAM IS BASED ON THE ASSUMPTIONS THAT SECONDARY SCHOOLS SHOULD BE PREPARATORY FOR ALL STUDENTS, AND THAT A PREPARATORY PROGRAM TIES THE CURRICULUM TO THE LIVES OF STUDENTS. AS A RESULT OF ANALYZING 1,023 SEPARATE OCCUPATIONS, FIVE KEY OCCUPATIONAL CLUSTERS FOR METALS WERE DERIVED: (1) FOUNDRY WORKER, (2) SHEET METAL WORKER, (3) AUTO BODY REPAIRMAN, (4) WELDER, AND (5) MACHINIST. FOLLOWING SOME OCCUPATIONAL AND INSTRUCTIONAL DATA AND CURRICULUM SUGGESTIONS, COURSE OUTLINES ARE PROVIDED FOR: (1) HOT METALS, (2) MACHINE PROCESSES, (3) METAL FABRICATION, AND (4) COMMUNICATION. REQUIRED KNOWLEDGE AND SKILLS, BEHAVIORAL OBJECTIVES, AND SUGGESTED LEARNING ACTIVITIES ARE GIVEN FOR EACH UNIT. INFORMATION DATED TO SAFETY AND MAINTENANCE, AND A LIST OF RELATED TOOLS, EQUIPMENT, AND FURNISHINGS ARE APPENDED. (GEB)

VT 014 708
COURSE OUTLINE FOR CROP FARM EMPLOYEE.

TEXAS A AND M UNIV., COLLEGE STATION. DEPT. OF AGRICULTURAL EDUCATION.
TEXAS STATE ADVISORY COMMITTEE FOR THE OCCUPATION OF CROP FARM EMPLOYEE.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL INSTRUCTIONAL SERVICES, TEXAS A AND M UNIVERSITY, F.E. BOX 182, COLLEGE STATION, TEXAS 77843 ($8.75)
PUB DATE - ND 669P.

DESCRIPTORS - *CURRICULUM GUIDES; *AGRICULTURAL PRODUCTION; *VOCATIONAL AGRICULTURE; SOIL SCIENCE; *FIELD CROPS; AGRONOMY; HARVESTING; PLANTING; PLANT GROWTH; PESTICIDES; PLANT SCIENCE

ABSTRACT - PREPARED AT THE VOCATIONAL INSTRUCTIONAL SERVICES CENTER, THESE MATERIALS WERE DESIGNED FOR USE BY STUDENTS ENROLLED IN THE VOCATIONAL AGRICULTURE COOPERATIVE PART-TIME PROGRAM. FOLLOWING A GENERAL COURSE OUTLINE AND LIST OF REQUIRED REFERENCES, CONTENTS ARE DIVIDED INTO FOUR COLOR-CODED SECTIONS, THE FIRST PROVIDING ASSIGNMENT AND INFORMATION SHEETS FOR EACH UNIT, THE SECOND CONSISTING OF ANSWER SHEETS KEYED TO THE ASSIGNMENT SHEETS, THE THIRD MADE UP OF TOPIC TESTS, AND THE FOURTH PROVIDING ANSWER SHEETS FOR THE TOPIC TESTS. UNITS ARE: (1) INTRODUCTION, (2) FARM RECORDS, (3) FARM MACHINERY--MAINTENANCE AND OPERATION, (4) FARM STRUCTURES AND EQUIPMENT, (5) CROP SELECTION, (6) LAND PREPARATION, (7) FERTILIZERS, (8) IRRIGATION, (9) WEED CONTROL, (10) INSECT AND PEST CONTROL, (11) DISEASES AND CONTROL, (12) HARVESTING EQUIPMENT, AND (13) MAJOR CROPS. THE MANUAL IS ILLUSTRATED WITH NUMEROUS DRAWINGS, PHOTOGRAPHS, AND DIAGRAMS. (AW)

VT 014 709
MORTENSEN, JAMES H.; HOOVER, NORMAN K.
PRODUCTS FROM OUR FORESTS--THEIR MANUFACTURE AND USE. TEACHER'S GUIDE FOR THE STUDENT RESOURCE UNIT.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK. DEPT. OF AGRICULTURAL EDUCATION.
PENNSYLVANIA FORESTRY ASSOCIATION, MECHANICSBURG.
MF AVAILABLE IN VT-ERIC SET.
TEAC-EDU-SER-V12-N5T
PUB DATE - 71 41P.

DESCRIPTORS - *AGRICULTURAL EDUCATION; FORESTRY; *FORESTRY OCCUPATIONS; *TEACHING GUIDES; *RESOURCE MATERIALS; *INSTRUCTIONAL MATERIALS; HIGH SCHOOL STUDENTS; OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; MANUFACTURING INDUSTRY; LUMBER INDUSTRY

ABSTRACT - DEVELOPED BY AGRICULTURAL EDUCATION PERSONNEL, THIS TEACHER'S GUIDE, A COMPANION TO THE STUDENT'S RESOURCE UNIT, IS DESIGNED FOR INSTRUCTOR USE IN PLANNING AND TEACHING A UNIT ABOUT FOREST PRODUCTS. INTENDED FOR HIGH SCHOOL STUDENTS IN BOTH OCCUPATIONAL AND GENERAL EDUCATION, PROBLEM AREAS ARE PRESENTED FOR: (1) INTRODUCTION AND EMPLOYMENT OPPORTUNITIES, (2) LOGGING, (3) PROPERTIES OF WOOD, (4) ROUNDWOOD PRODUCTS, (5) PRODUCING LUMBER, (6) VENEER AND PLYWOOD PRODUCTS, (7) MANUFACTURING WOOD COMPOSITION BOARD, (8) PAPER PRODUCTION, AND (9) MISCELLANEOUS FOREST PRODUCTS. MATERIAL FOR EACH AREA CONTAINS STUDENT OBJECTIVES, SUGGESTED TEACHER PREPARATION AND TEACHING-LEARNING ACTIVITIES, STUDY QUESTIONS, AND SUGGESTED RESOURCE MATERIALS. A LIST OF AVAILABLE RESOURCE MATERIALS SUCH AS PUBLICATIONS, CHARTS, TRANSPARENCIES, FILMS AND SLIDES, AND A UNIT EXAMINATION ARE APPENDED. THE RELATED DOCUMENT, A STUDENT'S RESOURCE UNIT, IS AVAILABLE AS VT 014 710 IN THIS ISSUE. (GEB)

VT 014 710
MORTENSEN, JAMES H.; ALLISON, RICHARD C.
PRODUCTS FROM OUR FORESTS--THEIR MANUFACTURE AND USE. STUDENT RESOURCE UNIT.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK. DEPT. OF AGRICULTURAL EDUCATION.

PENNSYLVANIA FORESTRY ASSOCIATION,
MECHANICSBURG.
MF AVAILABLE IN VT-ERIC SET.
TEAC-EDU-SER-V12-N5S
PUB DATE - 71 98P.

DESCRIPTORS - *AGRICULTURAL EDUCATION; FORESTRY; *FORESTRY OCCUPATIONS; *STUDY GUIDES; *INSTRUCTIONAL MATERIALS; *TEXTBOOKS; HIGH SCHOOL STUDENTS; OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; MANUFACTURING INDUSTRY; LUMBER INDUSTRY

ABSTRACT - DEVELOPED BY AGRICULTURAL EDUCATION PERSONNEL, THIS STUDY GUIDE WAS DESIGNED FOR STUDENT USE IN LEARNING ABOUT FOREST PRODUCTS BOTH FROM AN OCCUPATIONAL POINT OF VIEW AND AS GENERAL EDUCATION. PROBLEM AREAS ARE: (1) INTRODUCTION AND EMPLOYMENT OPPORTUNITIES, (2) LOGGING, (3) PROPERTIES OF WOOD, (4) ROUNDWOOD PRODUCTS, (5) PRODUCING LUMBER, (6) VENEER AND PLYWOOD PRODUCTS, (7) MANUFACTURING WOOD COMPOSITION BOARD, (8) PAPER PRODUCTION, AND (9) MISCELLANEOUS FOREST PRODUCTS. RELATED INFORMATION AND STUDY QUESTIONS ARE PROVIDED FOR EACH PROBLEM AREA. A RELATED DOCUMENT, THE TEACHER'S GUIDE, IS AVAILABLE AS VT 014 709 IN THIS ISSUE. (GEB)

VT 014 713
CURRICULUM GUIDE FOR AGRI-BUSINESS
OCCUPATIONS IN MINNESOTA.

STAPLES AREA VOCATIONAL SCHOOL, MINNESOTA.
MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL.
DIV. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL MATERIALS CENTER, STAPLES AREA
VOCATIONAL SCHOOL, STAPLES, MINNESOTA 56479
($5.00)
PUB DATE - ND 381P.1971 REVISION.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRIBUSINESS; SALESMANSHIP; HUMAN RELATIONS; BUSINESS SUBJECTS; SECONDARY GRADES

ABSTRACT - A REVISION OF AN EARLIER TEACHER'S GUIDE, THIS COURSE GUIDE IS DESIGNED TO AID VOCATIONAL AGRICULTURE TEACHERS IN PLANNING AND PRESENTING AGRI-BUSINESS COURSES ON THE HIGH SCHOOL LEVEL. CONTENTS INCLUDE EIGHT TEACHING UNITS, COVERING: (1) ORIENTATION, (2) HUMAN RELATIONS IN AGRICULTURAL OCCUPATIONS, (3) EFFECTS OF AGRI-BUSINESS ON MODERN SOCIETY, (4) AGRI-BUSINESS OCCUPATIONS, (5) AGRI-BUSINESS ORGANIZATION, (6) AGRI-BUSINESS SALESMANSHIP, (7) BUSINESS PROCEDURES, AND (8) PERSONAL MONEY MANAGEMENT. EACH UNIT PROVIDES BROAD OBJECTIVES FOLLOWED BY TEACHING SUGGESTIONS AND CONTENT. ALSO INCLUDED IN EACH UNIT ARE A LIST OF REFERENCES, TRANSPARENCY MASTERS, TESTS, AND OTHER RELATED MATERIAL. ADDITIONAL TEACHING INFORMATION FOR THE FIRST THREE UNITS IS APPENDED. THE GUIDE IS COLOR-CODED FOR EASE IN USING. (AW)

VT 014 743
TAUB, HOWARD; ELLISON, MARY, ED.
TASK LIST DRAFT FOR MEDICAL LABORATORY
OCCUPATIONS.

CALIFORNIA UNIV., LOS ANGELES. DIV. OF
VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
BUREAU OF RESEARCH
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - FEB70 33P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *JOB SKILLS; *MEDICAL TECHNOLOGISTS; MEDICAL LABORATORY ASSISTANTS; OCCUPATIONAL INFORMATION; *LABORATORY PROCEDURES; LABORATORY TECHNIQUES; *OFFICE MANAGEMENT

ABSTRACT - THIS PUBLICATION LISTS TASKS PERFORMED BY MEDICAL TECHNOLOGISTS WHEN CONDUCTING LABORATORY AND MANAGEMENT FUNCTIONS. TASKS ARE LISTED FOR THESE LABORATORY FUNCTIONS: (1) GENERAL LABORATORY TASKS, (2) BACTERIOLOGY, MYCOLOGY, PARASITOLOGY, HEMATOLOGY, SEROLOGY, BLOOD BANKING, BIOCHEMISTRY, HISTOLOGY, URINALYSIS, RADIOACTIVITY DETECTION, AND CYTOTECHNOLOGY PROCEDURES, (3) PREPARING MEDICAL ILLUSTRATION MATERIALS, AND (4) UTILIZING LABORATORY EQUIPMENT. TASKS ARE ALSO LISTED FOR THESE MANAGEMENT FUNCTIONS: (1) ORGANIZING AND PLANNING, (2) DIRECTING AND IMPLEMENTING, (3) INSPECTING AND EVALUATING, (4) TRAINING AND EDUCATION, (5) MAINTAINING SUPPLIES AND RECORDS, AND (6) COMMUNICATION. (SB)

VT 014 747
COOPERATIVE EDUCATION IN VOCATIONAL
AGRICULTURE. GUIDE FOR DEVELOPING COURSES IN
NORTH CAROLINA SCHOOLS.

NORTH CAROLINA STATE DEPT. OF PUBLIC
INSTRUCTION, RALEIGH. DIV. OF OCCUPATIONAL
EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 50P.

DESCRIPTORS - *PROGRAM GUIDES; RESOURCE MATERIALS; *VOCATIONAL AGRICULTURE; *COOPERATIVE EDUCATION; *COOPERATIVE PROGRAMS; SECONDARY GRADES; AGRICULTURAL OCCUPATIONS; AGRIBUSINESS
IDENTIFIERS - NORTH CAROLINA

ABSTRACT - DEVELOPED IN A CURRICULUM DEVELOPMENT INSTITUTE AT NORTH CAROLINA STATE UNIVERSITY, THIS GUIDE IS DESIGNED TO AID TEACHERS, PRINCIPALS, COUNSELORS, SUPERINTENDENTS, LOCAL DIRECTORS, AND AGRICULTURAL BUSINESSMEN IN ADDING THE COOPERATIVE APPROACH TO THE VOCATIONAL AGRICULTURAL PROGRAM. CONTENTS INCLUDE UNITS ON: (1) COOPERATIVE EDUCATION IN VOCATIONAL EDUCATION - AN OVERVIEW, (2) TYPES OF COURSES IN COOPERATIVE EDUCATION IN AGRICULTURE, INCLUDING REGULAR SCHOOL YEAR AND SUMMER PROGRAMS, (3) TRAINING STATIONS, (4) INSTRUCTIONAL PROGRAM, INCLUDING THE GENERAL COURSE OF STUDY AND INDIVIDUAL TRAINING PLANS, (5) SUMMARY AND FURTHER SUGGESTIONS, AND (6) RESOURCES, INCLUDING BOOKS, OTHER PUBLICATIONS, FILMS, AND FORMS. SAMPLE FORMS AND RECORDS ARE APPENDED. (AW)

VT 014 748
CONSUMER ECONOMIC PROBLEMS 636.

STANTON SCHOOL DISTRICT, WILMINGTON, DEL.
MF AVAILABLE IN VT-ERIC SET.
STANTON SCHOOL DISTRICT, 1800 LIMESTONE ROAD,
WILMINGTON, DELAWARE 19804 ($2.00)
PUB DATE - ND 13P.

DESCRIPTORS - *BUSINESS EDUCATION; *DISTRIBUTIVE EDUCATION; *CONSUMER ECONOMICS; *TEACHING GUIDES; CONSUMER EDUCATION; SECONDARY GRADES; HIGH SCHOOL CURRICULUM; LEARNING ACTIVITIES

ABSTRACT - THIS PUBLICATION CONTAINS SUGGESTIONS FOR TEACHER USE IN CONDUCTING A HIGH SCHOOL CONSUMER ECONOMIC COURSE. INCLUDED ARE OBJECTIVES, A CONTENT OUTLINE, AND SUGGESTIONS PERTAINING TO: (1) USING THE LIBRARY AS A SOURCE OF NEW INFORMATION, (2) COOPERATING WITH OTHER DEPARTMENTS, (3) FIELD TRIPS, (4) CLASS EXHIBITS AND TESTS, (5) DEBATES AND SPEAKERS, (6) COMMUNITY PROBLEMS AND COMMUNITY, CLASS, OR GROUP PROJECTS AND (7) PREPARING PROJECTS. (SB)

VT 014 757
HAMILTON, WILLIAM H., AND OTHERS
AGRICULTURAL OCCUPATIONS COOPERATIVE EDUCATION PROGRAM.

PURDUE UNIV., LAFAYETTE, IND. DEPT. OF EDUCATION
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 68P.

DESCRIPTORS - *PROGRAM GUIDES; *COOPERATIVE EDUCATION; *AGRIBUSINESS; BIBLIOGRAPHIES; *GUIDELINES; SECONDARY GRADES; SALESMANSHIP; HUMAN RELATIONS; COMMUNICATION SKILLS; BUSINESS SUBJECTS; *PROGRAM DESCRIPTIONS; PROGRAM PLANNING

ABSTRACT - COOPERATIVE WORK EXPERIENCE PROGRAMS ENHANCE VOCATIONAL PREPARATION BY BUILDING STUDENT QUALIFICATIONS FOR EMPLOYMENT, HUMAN RELATIONS SKILLS AND SELF CONFIDENCE. THIS GUIDE DESCRIBES A SUGGESTED STATE-WIDE HIGH SCHOOL COOPERATIVE EXPERIENCE PROGRAM FOR AGRIBUSINESS OCCUPATIONS EDUCATION IN INDIANA. THE FIRST SECTION OF THE GUIDE PROVIDES INFORMATION ON PROGRAM CHARACTERISTICS, RESPONSIBILITIES, TRAINING AGREEMENTS, PUBLIC RELATIONS, ADVISORY COUNCIL, STATE POLICY RECOMMENDATIONS, AND SITE SELECTION CRITERIA, AS WELL AS SUGGESTIONS FOR WORKING WITH PARENTS, STUDENTS, AND EMPLOYERS IN THE PROGRAM. AN EXTENSIVE BIBLIOGRAPHY OF BOOKS AND MIMEO PUBLICATIONS, PAMPHLETS AND OTHER MATERIALS IS ALSO INCLUDED. THE SECOND SECTION PROVIDES TEACHING MODULES FOR: (1) BUSINESS PROCEDURES, WITH 11 LESSONS, (2) ORAL AND WRITTEN COMMUNICATION, WITH NINE LESSONS, (3) SALESMANSHIP, WITH SIX LESSONS, (4) HUMAN RELATIONS, WITH 10 LESSONS, (5) INSURANCE AND TAXES, WITH TWO LESSONS, AND (6) AGRIBUSINESS CAREERS, WITH THREE LESSONS. LESSONS INCLUDE TEACHING SUGGESTIONS, OBJECTIVES, MOTIVATION AND INTRODUCTION, CENTRAL PROBLEM, SUB-QUESTIONS, AND REFERENCES. SUGGESTED TIME TO BE SPENT ON EACH MODULE IS GIVEN. (AW)

VT 014 760
CURRICULUM GUIDE FOR BUSINESS ARITHMETIC, BOOKKEEPING I, AND ADVANCED BOOKKEEPING.

JOHN DICKINSON HIGH SCHOOL, WILMINGTON, DEL.
THOMAS MCKEAN HIGH SCHOOL, WILMINGTON, DEL.
MF AVAILABLE IN VT-ERIC SET.
STANTON SCHOOL DISTRICT, 1800 LIMESTONE ROAD,
WILMINGTON, DELAWARE 19804 ($2.00)
PUB DATE - ND 43P.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; *BUSINESS EDUCATION; *BUSINESS SUBJECTS; *BOOKEEPING; *ARITHMETIC; BUSINESS SKILLS

ABSTRACT - A COOPERATIVE EFFORT OF TWO HIGH SCHOOLS, THIS GUIDE SUGGESTS TEACHING OUTLINES FOR THREE PHASES OF BUSINESS EDUCATION. THE BUSINESS ARITHMETIC SECTION PROVIDES GENERAL AND SPECIFIC OBJECTIVES, TEACHING TECHNIQUES, STUDENT ACTIVITIES, EVALUATION, AND REFERENCES FOR 13 INSTRUCTIONAL UNITS INCLUDING: (1) RECORDS, (2) BUYING PROBLEMS AND PERSONAL FINANCE, (3) COMMISSIONS, (4) BORROWING MONEY, (5) SAVINGS, LIFE INSURANCE, AND INVESTMENTS, (6) HOME EXPENDITURES, TRAVEL AND TRANSPORTATION, (7) TAXES, AND (8) SMALL BUSINESS AND RETAILER'S PROBLEMS. THE SECOND COURSE, BOOKKEEPING I, STRESSES THEORY AND APPLICATION OF THE BEST BOOKKEEPING PRINCIPLES IN THREE INSTRUCTIONAL UNITS ENTITLED: THE BOOKKEEPING CYCLE IN ITS SIMPLEST FORM, SPECIAL JOURNALS AND SUBSIDIARY LEDGERS, AND RECORDING SPECIAL BOOKKEEPING TRANSACTIONS. THE SECTION INCLUDES COURSE OBJECTIVES, AIMS, TEACHING METHODOLOGY, AND EVALUATION. THE ADVANCED BOOKKEEPING COURSE INCLUDES CHAPTERS ON SUCH TOPICS AS: (1) JOURNALIZING AND POSTING BUSINESS TRANSACTIONS, (2) DEPARTMENTAL RECORDS, (3) PAYROLL RECORDS, (4) DEPRECIATION, (5) ACCRUED INCOME AND EXPENSES, (5) PARTNERSHIPS, AND (6) CORPORATIONS. GENERAL AND SPECIFIC OBJECTIVES, TEACHING TECHNIQUES, AND STUDENT ACTIVITIES ARE GIVEN FOR EACH CHAPTER, AND TEACHING METHODOLOGY AND EVALUATION ARE PROVIDED FOR THE ENTIRE COURSE. (AW)

VT 014 766
COURSE OF STUDY FOR DRAFTING.

JOHN DICKINSON HIGH SCHOOL, WILMINGTON, DEL.
MF AVAILABLE IN VT-ERIC SET.
STANTON SCHOOL DISTRICT, 1800 LIMESTONE ROAD,
WILMINGTON, DELAWARE 19804 ($2.00)
PUB DATE - ND 33P.

DESCRIPTORS - *CURRICULUM GUIDES; *DRAFTING; *INDUSTRIAL ARTS; *GRAPHIC ARTS; SECONDARY GRADES

ABSTRACT - THIS GUIDE FOR A 4-YEAR HIGH SCHOOL DRAFTING PROGRAM PROVIDES GENERAL INFORMATION, PROGRAM AIMS AND OBJECTIVES, GUIDELINES FOR STUDENT CONDUCT, TIME ALLOTMENT, AND SUGGESTED FACILITIES AND EQUIPMENT, FOLLOWED BY COURSE OUTLINES FOR DRAFTING 1, 2, 3, AND 4. DRAFTING 1 OUTLINES 13 INSTRUCTIONAL UNITS, LARGELY OF AN EXPLORATORY NATURE AND DEALING WITH THE FUNDAMENTALS OF DRAFTING. THE DRAFTING 2

OUTLINE, CONSISTING OF 10 INSTRUCTIONAL UNITS, IS A CONTINUATION OF THE STUDY OF FUNDAMENTALS OF TECHNICAL DRAWING BUT WITH AN INCREASE IN PROBLEM DIFFICULTY. DRAFTING 3, WITH 7 INSTRUCTIONAL UNITS, IS INTENDED TO PROVIDE THE STUDENT WITH AN OVERALL PICTURE OF SOME OF THE MANY TYPES OF SPECIALIZED DRAFTING. THE UNITS OF INSTRUCTION OF THIS SECTION INCLUDE MULTIVIEW DRAWINGS, DIMENSIONING, SECTIONING, PERSPECTIVES AND DRAWING REPRODUCTIONS. THE FINAL COURSE, WITH FOUR INSTRUCTIONAL UNITS, IS A CONTINUATION OF DRAFTING 3, BUT EMPHASIZES PROBLEMS OF GREATER DIFFICULTY AND ALLOWS THE STUDENT TO EXPLORE IN MORE DETAIL ANY SPECIAL AREAS OF DRAFTING WHICH INTEREST HIM. SOME SAMPLE TESTS AND DRAWINGS ARE INCLUDED. (AW)

VT 014 772
BURCH, ALAN R., COMP., AND OTHERS
SELECTED REFERENCES AND AIDS FOR TEACHING ANIMAL SCIENCE TO STUDENTS OF VOCATIONAL AGRICULTURE.

PURDUE UNIV., LAFAYETTE, IND.
INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS.
MF AVAILABLE IN VT-ERIC SET.
AG DEX-400/017
AGRICULTURAL EDUCATION SECTION, SOUTH CAMPUS COURTS-G, PURDUE UNIVERSITY, LAFAYETTE. IND. 47907
PUB DATE - APR71 51P.APRIL 1971 REVISION

DESCRIPTORS - *BIBLIOGRAPHIES; *REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; *INSTRUCTIONAL AIDS; SECONDARY GRADES; AGRICULTURAL EDUCATION

ABSTRACT - A REVISION OF VT 008 490 (AIM SUMMER 1969), THIS BIBLIOGRAPHY OF SELECTED REFERENCES AND INSTRUCTIONAL AIDS IS DESIGNED FOR USE BY VOCATIONAL AGRICULTURE TEACHERS PRESENTING COURSES IN ANIMAL SCIENCE. BULLETINS AND CIRCULARS, TEXTBOOKS, FILMS, FILMSTRIPS, SLIDES, AND COMMERICAL MATERIALS ARE LISTED FOR EACH OF THE AREAS OF GENERAL ANIMAL SCIENCE, BEEF, DAIRY, POULTRY, SHEEP, AND SWINE. THE COST IS GIVEN FOR EACH REFERENCE. MATERIALS RECOMMENDED AS ESPECIALLY SUITABLE FOR CLASSROOM USE WITH STUDENTS ARE DESIGNATED WITH A SINGLE ASTERISK, WHILE THOSE RECOMMENDED PRIMARILY FOR TEACHER REFERENCE ARE MARKED WITH TWO ASTERISKS. ADDRESSES ARE LISTED FOR 15 EDUCATIONAL INSTITUTIONS, 57 COMMERCIAL SOURCES, AND 12 TEXTBOOK PUBLISHERS FROM WHICH MATERIALS MAY BE OBTAINED. (AW)

VT 014 773
MILLER, LARRY E.
ADVANCED LIVESTOCK PRODUCTION: A COURSE OF STUDY.

PURDUE UNIV., LAFAYETTE, IND.
INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 221P.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; *ANIMAL SCIENCE; *LIVESTOCK; SECONDARY GRADES; AGRICULTURAL EDUCATION

ABSTRACT - DESIGNED TO PROVIDE GUIDELINES FOR INTENSIFIED STUDY ON THE HIGH SCHOOL LEVEL IN THE AREA OF LIVESTOCK PRODUCTION, THIS COURSE OF STUDY IS DIVIDED INTO THREE UNITS COVERING LIVESTOCK SELECTION, LIVESTOCK BREEDING, AND LIVESTOCK NUTRITION. EACH UNIT IS FURTHER DIVIDED INTO SEPARATE JOBS PROVIDING OBJECTIVES, MOTIVATION, REFERENCES, TEACHING OUTLINE, AND TEACHING PROCEDURES. NUMEROUS DIAGRAMS AND LINE DRAWINGS ILLUSTRATE THE UNITS, WITH PAGES RECOMMENDED AS HANDOUTS DESIGNATED WITH THE LETTER "H" AND THOSE RECOMMENDED AS TRANSPARENCIES DESIGNATED "T". RECOMMENDED TIME ALLOTMENT FOR EACH JOB, CONTENT DISCUSSION, SUMMARY, AND A BIBLIOGRAPHY ARE INCLUDED. (AW)

VT 014 777
A GUIDE TO SAFETY EDUCATION, KINDERGARTEN THROUGH GRADE 12.

DEPARTMENT OF TRANSPORTATION, WASHINGTON, D.C. NATIONAL HIGHWAY SAFETY BUREAU.
CALIFORNIA STATE BUSINESS AND TRANSPORTATION AGENCY, SACRAMENTO. OFFICE OF TRAFFIC SAFETY.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - DEC69 87P.

DESCRIPTORS - *PROGRAM GUIDES; *SAFETY EDUCATION; *ACCIDENT PREVENTION; ACCIDENTS; *SCHOOL SAFETY; SAFETY; SAFETY EQUIPMENT; TRAFFIC SAFETY; TRAFFIC ACCIDENTS; LABORATORY SAFETY; *DRIVER EDUCATION; PRIMARY GRADES; SECONDARY GRADES; INTERMEDIATE GRADES

ABSTRACT - THIS GUIDE IS DESIGNED TO ASSIST SUPERINTENDENTS, PRINCIPALS, SUPERVISORS, TEACHERS, STUDENTS, SCHOOL EMPLOYEES, AND COMMUNITY LEADERS IN PLANNING AND IMPLEMENTING SCHOOL SAFETY EDUCATION PROGRAMS IN SAN DIEGO COUNTY. CONTENTS COVER: (1) ADMINISTRATIVE CONSIDERATIONS, INCLUDING REPORTING AND RECORDKEEPING, PROTECTION, AND CURRICULUM DEVELOPMENT, (2) INSTRUCTION, PRIMARY AND INTERMEDIATE GRADES, (3) INSTRUCTION, JUNIOR AND SENIOR HIGH SCHOOLS, AND (4) DRIVER EDUCATION AND TRAINING, INCLUDING INSTRUCTIONAL PLANNING, COURSE STRUCTURE AND SCHEDULING, USE OF PRACTICE CAR, PHYSICAL FACILITIES, COMMUNITY RELATIONS, AND SELF EVALUATION CHECKLIST. LEGISLATIVE BASES FOR SAFETY EDUCATION, SELECTED REFERENCES, AND RESOURCES ARE APPENDED. (AW)

VT 014 781
HOOKER, DENNIS
HANDBOOK FOR LEARN AND EARN TEACHERS. FLORIDA MIGRATORY CHILD COMPENSATORY PROGRAM.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 87P.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL EDUCATION; *MIGRANT ADULT EDUCATION; MIGRANT YOUTH; MIGRANTS; JOB TRAINING; MANUALS
IDENTIFIERS - ELEMENTARY SECONDARY EDUCATION

ACT TITLE I; ESEA TITLE I

ABSTRACT - THIS HANDBOOK HAS BEEN PREPARED FOR THE USE OF TEACHERS IN THE LEARN AND EARN PROGRAM, A PROJECT OF THE FLORIDA STATE DEPARTMENT OF EDUCATION, MIGRANT SECTION, FUNDED UNDER TITLE I, ELEMENTARY SECONDARY EDUCATION ACT (ESEA). INFORMATION INCLUDES: (1) A DISCUSSION OF THE RATIONALE OF THE LEARN AND EARN PROGRAM, (2) GUIDELINES FOR IMPLEMENTATION, (3) FACILITIES DESCRIPTIONS, STANDARDS AND LOCATION, (4) EVALUATION SUGGESTIONS, (5) COURSE OUTLINES AND UNITS FOR AUTO MECHANICS, SUPERMARKET CHECKER, PATIENT CARE, CHILD CARE, ADOLESCENCE, VENEREAL DISEASES, DRUGS, AND EYE CARE. (SB)

VT 014 782
SOWERS, WILLIAM J.
CREDIT--MAN'S CONFIDENCE IN MAN.

DELAWARE STATE COLL., DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 24P.

DESCRIPTORS - *LESSON PLANS; INSTRUCTIONAL MATERIALS; *UNIT PLAN; *DISTRIBUTIVE EDUCATION; *TEACHING METHODS; TEACHING GUIDES; *CREDIT (FINANCE); ECONOMICS; SECONDARY GRADES; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - PREPARED AS A PROJECT IN A METHODS OF TEACHING COURSE, THIS INSTRUCTIONAL UNIT IS FOR USE BY HIGH SCHOOL DISTRIBUTIVE EDUCATION TEACHER-COORDINATORS IN PRESENTING A UNIT ON CREDIT AND COLLECTIONS. CONTENTS ARE PRESENTED IN LESSON PLAN FORMAT, WITH A DIFFERENT TEACHING METHOD SUGGESTED FOR EACH OF THE FOUR LESSONS GIVEN. TOPICS COVERED ARE: (1) THE MEANING OF CREDIT (USING THE LECTURE METHOD), (2) THE FOUR C'S OF CREDIT (DISCUSSION METHOD), (3) COLLECTION OF PAST-DUE CREDIT ACCOUNTS (VINCENTIAN METHOD), AND (4) CREDIT POLICY AND CONTROLS (SOCRATIC METHOD). EACH LESSON PLAN INCLUDES AIM, INTRODUCTION, CONTENT, SUMMARY, AND EVALUATION. VISUAL AIDS AND A BIBLIOGRAPHY ARE APPENDED. (AW)

VT 014 791
CHRISTENSON, DARWIN; POST, BELVA R.
COURSE OF STUDY FOR BUILDING CONSTRUCTION.

EAST HIGH SCHOOL, SALT LAKE CITY, UTAH.
MF AVAILABLE IN VT-ERIC SET.
COORDINATOR, CAREER DEVELOPMENT PROGRAM SALT LAKE CITY BOARD OF EDUCATION, 440 EAST FIRST SOUTH, SALT LAKE CITY, UTAH 84111
PUB DATE - JUN70 94P.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *BUILDING TRADES; *CONSTRUCTION INDUSTRY; CONSTRUCTION (PROCESS); ENTRY WORKERS; GRADE 11; GRADE 12; *BEHAVIORAL OBJECTIVES
IDENTIFIERS - VOCATIONAL INDUSTRIAL CLUBS OF AMERICA; VICA

ABSTRACT - PREPARED BY A BUILDING CONSTRUCTION INSTRUCTOR AND A SCHOOL VOCATIONAL COORDINATOR AS PART OF A 3-YEAR PROGRAM DESIGNED TO INCREASE THE COMPREHENSIVENESS OF HIGH SCHOOL VOCATIONAL PROGRAMS IN UTAH, THIS COURSE IS INTENDED PRIMARILY FOR 11TH AND 12TH GRADE STUDENTS WHO HAVE PREVIOUSLY COMPLETED COURSES IN INDUSTRIAL ARTS. EACH OF THE 13 UNITS INCLUDES A RECOMMENDED TIME FOR COVERAGE, A GENERAL CURRICULAR OBJECTIVE, AND SEVERAL MEASURABLE STUDENT BEHAVIORAL (INSTRUCTIONAL) OBJECTIVES, WITH EACH INSTRUCTIONAL OBJECTIVE BROKEN DOWN, IN OUTLINE FORM, TO PROVIDE STUDENT LEARNING ACTIVITIES, LEARNING MATERIALS, TEACHER MANAGEMENT ACTIVITIES, EVALUATIVE PROCEDURES, AND ADDITIONAL ACTIVITIES. TOPICS COVERED INCLUDE: (1) JOB ENTRY REQUIREMENTS AND STATE AND REGIONAL JOB AVAILABILITY, (2) OCCUPATIONAL CHOICE DOCUMENTATION ON APTITUDES AND DESIRES, (3) IDENTIFYING AND READING STRUCTURE BLUEPRINTS, (4) BUILDING CONSTRUCTION REQUIREMENTS, (5) COMPONENT PART LAYOUTS, (6) BUILDING MATERIALS, (7) WORK SAFETY, (8) PROPER USE OF HAND TOOLS AND POWER EQUIPMENT, (9) BASIC ROUGH CONSTRUCTION, (10) BASIC FINISH CONSTRUCTION, (11) ON-THE-JOB AND COOPERATIVE WORK EXPERIENCE, (12) VICA CLUB PARTICIPATION, AND (13) SEQUENCE OF TRAINING AND COURSE REQUIREMENTS FOR JOB ENTRY. SEVERAL CHECK SHEETS AND INSTRUCTIONAL CALENDARS ARE APPENDED. (AW)

VT 014 792
COURSE OF STUDY FOR METAL FABRICATION.

EAST HIGH SCHOOL, SALT LAKE CITY, UTAH.
MF AVAILABLE IN VT-ERIC SET.
COORDINATOR, CAREER DEVELOPMENT PROGRAM SALT LAKE CITY BOARD OF EDUCATION, 440 EAST FIRST SOUTH, SALT LAKE CITY, UTAH 84111
PUB DATE - JUN70 81P.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; INDUSTRIAL ARTS; *VOCATIONAL EDUCATION; *COOPERATIVE EDUCATION; *METAL WORKING OCCUPATIONS; SECONDARY GRADES; METALS; *BEHAVIORAL OBJECTIVES
IDENTIFIERS - UTAH

ABSTRACT - THIS COURSE IS PART OF A 3-YEAR COOPERATIVE PILOT PROJECT DESIGNED TO INCREASE THE COMPREHENSIVENESS OF VOCATIONAL TRAINING IN LARGE HIGH SCHOOLS IN UTAH, AND TO CORRELATE THIS TRAINING WITH GENERAL EDUCATION COURSES SUCH AS ENGLISH, MATHEMATICS, AND SCIENCE. EACH OF THE 18 UNITS INCLUDES A GENERAL CURRICULAR OBJECTIVE AND ONE OR MORE MEASURABLE STUDENT BEHAVIORAL (INSTRUCTIONAL) OBJECTIVES, WITH THE INSTRUCTIONAL OBJECTIVES BROKEN DOWN, IN OUTLINE FORM, TO PROVIDE STUDENT LEARNING ACTIVITIES, LEARNING MATERIALS, TEACHER MANAGEMENT ACTIVITIES, EVALUATIVE PROCEDURES, AND ADDITIONAL ACTIVITIES. TOPICS COVERED INCLUDE: (1) SAFETY, (2) SHEET METAL, (3) WROUGHT IRON, (4) BENCH METAL, (5) OXY-ACETYLENE, (6) BRONZE WELDING, (7) OXY-ACETYLENE CUTTING, (8) SETTING UP ARC WELDING EQUIPMENT, (9) FLAT WELDING, (10) HORIZONTAL WELDING, (11) VERTICAL WELDING, (12) OVERHEAD WELDING, (13) GAS SHIELDED ARC WELDING, (14) JOB ENTRY REQUIREMENTS IN REGION AND STATE, (15) DOCUMENTATION OF OCCUPATIONAL CHOICE, (16) ON-THE-JOB AND COOPERATIVE WORK EXPERIENCE, (17) CLUBS, AND (18) TRAINING

SEQUENCE AND COURSE REQUIREMENTS FOR JOB ENTRY. SAMPLE CHECK SHEETS AND AN INSTRUCTIONAL CALENDAR ARE APPENDED. (AW)

VT 014 796

KNOWLEDGE OF HEALTH NEEDS AND MEDICAL RESOURCES FOR PUBLIC ASSISTANCE CLIENTS (AN INSTRUCTOR'S GUIDE AND SYLLABUS). CALIFORNIA MEDICAL ASSISTANCE PROGRAM XIX, MEDI-CAL.

CALIFORNIA STATE HUMAN RELATIONS AGENCY, SACRAMENTO. DEPT. OF SOCIAL WELFARE.
MF AVAILABLE IN VT-ERIC SET.
SUP-1-TA-29
PUB DATE - JUL69 50P.JULY 1969 REVISION.

DESCRIPTORS - ECONOMICALLY DISADVANTAGED; *TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; LOW-INCOME GROUPS; *MEDICAL ASSISTANTS; *WELFARE; *HEALTH PROGRAMS; PUBLIC HEALTH; COMMUNITY RESOURCES; SUBPROFESSIONALS

ABSTRACT - THIS INSTRUCTOR'S GUIDE IS DESIGNED PRIMARILY FOR USE BY COUNTY WELFARE DEPARTMENT TRAINING PERSONNEL TO ASSIST THEM IN CONDUCTING A 10-HOUR INSERVICE TRAINING COURSE FOR ELIGIBILITY WORKERS ON HEALTH NEEDS AND MEDICAL RESOURCES FOR PUBLIC ASSISTANCE CLIENTS. A CONTENT OUTLINE, TEACHING SUGGESTIONS, EQUIPMENT NEEDS, AND REFERENCES ARE PROVIDED FOR SESSIONS DEALING WITH: (1) ELIGIBILITY WORKERS' NEED FOR KNOWLEDGE OF THEIR CURRENT FUNCTION, (2) DEVELOPMENT OF MEDICAL ASSISTANCE PROGRAMS, (3) HEALTH PRACTICES AND VALUES OF THE POOR, ATTITUDES OF LOW-INCOME PEOPLE TOWARD MEDICAL CARE, AND CLIENTS' FEELINGS ABOUT MEDICAL CARE, (4) RESOURCES FOR HEALTH CARE AND MAJOR HEALTH NEEDS OF ALL PEOPLE WITH EMPHASIS ON POOR PEOPLE, AND (5) OBSERVATION WHILE INTERVIEWING AND AWARENESS OF VERBAL AND NONVERBAL CLUES TO HEALTH PROBLEMS. (SB)

VT 014 800

THE DRIVING SIMULATOR METHOD. FIXED BASE SIMULATORS FOR GROUP INSTRUCTION IN DRIVER AND TRAFFIC SAFETY EDUCATION.

HIGHWAY USERS FEDERATION FOR SAFETY AND MOBILITY, WASHINGTON, D.C.
AUTOMOTIVE SAFETY FOUNDATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
HIGHWAY SAFETY DIVISION, HIGHWAY USERS FEDERATION FOR SAFETY AND MOBILITY, 200 RING BUILDING, WASHINGTON, D.C. 20036 (SINGLE COPIES ONLY)
PUB DATE - APR70 25P.

DESCRIPTORS - PROGRAM GUIDES; *INSTRUCTIONAL MATERIALS; *DRIVER EDUCATION; FACILITIES; *FACILITY REQUIREMENTS; *SIMULATORS; *SIMULATION

ABSTRACT - PREPARED BY A GROUP OF EDUCATORS EXPERIENCED IN THE DRIVING SIMULATOR METHOD AND REVIEWED BY EDUCATORS AND TRAFFIC SAFETY PERSONNEL, THIS PUBLICATION WILL BE USEFUL TO SCHOOL ADMINISTRATORS CONSIDERING THE USE OF THE DRIVING SIMULATOR METHOD OF INSTRUCTION IN THEIR PROGRAM, AS WELL AS TO THOSE ALREADY HAVING SIMULATORS AND WISHING TO USE THEM MORE EFFECTIVELY. DRIVING INSTRUCTORS WILL ALSO BENEFIT FROM THE MATERIAL ON PROGRAM PLANNING AND INSTRUCTIONAL CONSIDERATIONS. THE MAJOR PORTION OF THE DOCUMENT IS CONCERNED WITH VARIOUS ASPECTS OF INSTRUCTION, INCLUDING TEACHER AND STUDENT PREPARATION, TEACHER CONSIDERATIONS, SPECIAL EDUCATION, PROGRAM SCHEDULING, FILM UTILIZATION, INSTRUCTIONAL AIDS, DRILLS, AND EVALUATION. A SECTION ON FACILITY PLANNING DEALS WITH TYPES OF FACILITIES, AND MAINTENANCE. SELECTED REFERENCES ARE PROVIDED AND SUGGESTED PHYSICAL ARRANGEMENTS FOR 8-PLACE, 12-PLACE, AND 16-PLACE SIMULATOR SYSTEMS ARE APPENDED. THE PUBLICATION IS ILLUSTRATED WITH NUMEROUS DRAWINGS, PHOTOGRAPHS, AND DIAGRAMS. (AW)

VT 014 802

ADMINISTRATIVE GUIDE FOR DRIVER EDUCATION.

MARYLAND STATE DEPT. OF EDUCATION, BALTIMORE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 53P.

DESCRIPTORS - *DRIVER EDUCATION; *ADMINISTRATOR GUIDES; PERSONNEL NEEDS; FINANCIAL POLICY; STATE AGENCIES; *PROGRAM DESCRIPTIONS; CURRICULUM GUIDES; RECORDS (FORMS); *RESOURCE MATERIALS; REFERENCE MATERIALS; INSTRUCTIONAL MATERIALS; STATE PROGRAMS; *STATE CURRICULUM GUIDES
IDENTIFIERS - MARYLAND

ABSTRACT - PREPARED BY A GROUP OF TEACHERS AND SUPERVISORS, THIS GUIDE IS DESIGNED FOR INSTRUCTORS, SUPERVISORS, AND ADMINISTRATORS TO USE IN ADMINISTERING A PROGRAM OF DRIVER EDUCATION. MAJOR SECTIONS INCLUDE: (1) LEGAL REQUIREMENTS OF TRAFFIC SAFETY IN MARYLAND SCHOOLS, (2) ROLE OF STATE AND LOCAL AGENCIES IN DRIVER EDUCATION, (3) FINANCING PROGRAMS, (4) PERSONNEL REQUIREMENTS, (5) ORGANIZATION, ADMINISTRATION, AND SUPERVISION, (6) SPECIAL PROGRAMS, (7) CURRICULUM OUTLINE, AND (8) RECORDS AND FORMS FOR DRIVER EDUCATION. EACH SECTION CONTAINS RELATED INFORMATION AND RECOMMENDATIONS. A LIST OF RESOURCE MATERIALS, SUGGESTED PERIODICALS, AUDIOVISUAL SOURCES, GLOSSARY, AND A BIBLIOGRAPHY ARE APPENDED. (GEB)

VT 014 818

CURRICULUM GUIDE FOR VOCATIONAL MACHINE SHOP, GRADE ELEVEN.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION, CITY OF CHICAGO, 228 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601 ($3.00)
PUB DATE - 70 150P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; MACHINISTS; *MACHINE TOOL OPERATORS; *MACHINE TOOLS; SKILLED WORKERS; GRADE 11
IDENTIFIERS - CHICAGO PUBLIC HIGH SCHOOLS

ABSTRACT - DESIGNED TO ACQUAINT TEACHERS WITH THE OBJECTIVES OF THE VOCATIONAL MACHINE SHOP IN THE CHICAGO PUBLIC HIGH SCHOOLS, THIS GUIDE SUGGESTS IMPLEMENTING METHODS AND

TECHNIQUES OF INSTRUCTION FOR USE IN THE 11TH GRADE SEGMENT OF THE PROGRAM. THE COURSE OUTLINE MAY BE USED IN ITS ENTIRETY OR MAY BE ADAPTED TO MEET INDIVIDUAL CLASS OR STUDENTS NEEDS. UNITS INCLUDING BOTH THEORY AND SHOP ASSIGNMENTS PROGRESSING FROM SIMPLE TO COMPLEX COVER: (1) SHOP ORIENTATION, (2) BENCH MACHINE SHOP OPERATIONS, (3) POWER HACKSAWS, BANDSAWS, AND ABRASIVE CUTOFF MACHINES, (4) BENCH AND PEDESTAL GRINDERS, (5) DRILL PRESS, (6) LATHE, (7) SHAPER, (8) MILLING MACHINE, (9) PRECISION GRINDERS, AND (10) HEAT TREATING. EACH UNIT PROVIDES UNDERSTANDINGS AND SKILLS TO BE LEARNED, CONTENT OUTLINE, SUGGESTED LEARNING EXPERIENCES, DEVELOPMENTAL VOCABULARY, AND RESOURCE MATERIALS. WORKING DRAWINGS OF MACHINE TOOLS AND EQUIPMENT ARE APPENDED, AND A BIBLIOGRAPHY OF BOOKS AND FILMS IS ALSO INCLUDED. THE RELATED GUIDE FOR GRADE 12 IS AVAILABLE IN THIS ISSUE AS VT 014 821. (AW)

VT 014 819
CURRICULUM GUIDE FOR SALESMANSHIP, ADVERTISING, AND DISPLAY.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION, CITY OF CHICAGO, 228
NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601
($2.75)
PUB DATE - 70 178P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *MARKETING; *SALESMANSHIP; MERCHANDISING; SALES OCCUPATIONS

ABSTRACT - DESIGNED TO AID DISTRIBUTIVE EDUCATION TEACHERS IN PLANNING ACTIVITIES THAT WILL STIMULATE INTEREST IN DISTRIBUTIVE EDUCATION, PROVIDE PRACTICAL APPLICATION OF THE LATEST TECHNIQUES IN MARKETING, AND CREATE THE DESIRE FOR FURTHER STUDY AND RESEARCH IN THIS PHASE OF BUSINESS, THIS GUIDE COVERS A 1-YEAR COURSE OFFERED IN THE 11TH AND 12TH GRADES OF THE CHICAGO PUBLIC HIGH SCHOOLS. THE 10 UNITS INCLUDE: (1) INTRODUCTION TO SALESMANSHIP, (2) ASPECTS OF SALESMANSHIP, (3) THE PSYCHOLOGY OF SELLING, (4) THE SALESMAN, (5) THE SALES PRESENTATION, (6) THE NATURE OF ADVERTISING, (7) THE PRINTED ADVERTISEMENT, (8) THE ADVERTISING MEDIA, (9) PRINCIPLES OF DISPLAY, AND (10) SALES PROMOTION. EACH UNIT PROVIDES UNDERSTANDINGS TO BE DEVELOPED, CONTENT OUTLINE, SUGGESTED LEARNING ACTIVITIES, VOCABULARY LIST, AND RESOURCES. A BIBLIOGRAPHY OF BASIC AND SUPPLEMENTARY TEXTBOOKS IS PROVIDED. (AW)

VT 014 821
CURRICULUM GUIDE FOR VOCATIONAL MACHINE SHOP, GRADE TWELVE.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION, CITY OF CHICAGO, 228
NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601
($3.50)
PUB DATE - 71 187P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *MACHINE TOOL OPERATORS; *MACHINE TOOLS; MACHINISTS; SKILLED WORKERS; GRADE 12; METAL WORKING OCCUPATIONS
IDENTIFIERS - CHICAGO PUBLIC HIGH SCHOOLS

ABSTRACT - DESIGNED TO ACQUAINT TEACHERS WITH THE OBJECTIVES OF THE VOCATIONAL MACHINE SHOPS IN THE CHICAGO PUBLIC HIGH SCHOOLS, THIS GUIDE SUGGESTS IMPLEMENTING METHODS AND TECHNIQUES OF INSTRUCTION FOR USE IN THE 12TH GRADE SEGMENT OF THE PROGRAM. A CONTINUATION OF THE 11TH GRADE COURSE (AVAILABLE IN THIS ISSUE AS VT 014 818), THE COURSE OUTLINE MAY BE USED IN ITS ENTIRETY OR MAY BE ADAPTED TO MEET INDIVIDUAL STUDENT OR CLASS NEEDS. UNITS INCLUDING BOTH THEORY AND SHOP ASSIGNMENTS PROGRESSING FROM SIMPLE TO COMPLEX COVER: (1) ADVANCED BENCH OPERATIONS, (2) POWER SAW, (3) DRILL PRESS, LATHE, AND SHAPER, (4) MILLING AND GRINDING, (5) JIGS AND FIXTURES, (6) BROACHING, (7) NUMERICAL CONTROL TECHNOLOGY, (8) CHEMICAL MACHINING, (9) HIGH ENERGY RATE FORMING, (10) ELECTOMACHINING PROCESSES, (11) CHIPLESS MACHINING, LASER BEAM MACHINING, ULTRASONIC MACHINING, AND ELECTRON BEAM MACHINING, AND (12) POWDERED METALLURGY. EACH UNIT PROVIDES UNDERSTANDINGS AND SKILLS TO BE LEARNED, CONTENT OUTLINE, SUGGESTED LEARNING EXPERIENCES, DEVELOPMENTAL VOCABULARY, AND RESOURCE MATERIALS. WORKING DRAWINGS OF MACHINE TOOLS AND EQUIPMENT ARE APPENDED, AND A BIBLIOGRAPHY OF BOOKS AND FILMS IS ALSO INCLUDED. (AW)

VT 014 822
CURRICULUM GUIDE FOR CLERICAL OFFICE PROCEDURES, SECONDARY SCHOOL LEVEL.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION, CITY OF CHICAGO, 228
NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601
($2.00)
PUB DATE - 69 153P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *POTENTIAL DROPOUTS; *OFFICE PRACTICE; SECONDARY EDUCATION; *INSTRUCTIONAL MATERIALS; TESTS; COMMUNICATION SKILLS; TEACHING TECHNIQUES; OFFICE OCCUPATIONS; CLERICAL OCCUPATIONS

ABSTRACT - DEVELOPED BY BUSINESS EDUCATORS FOR USE IN A HIGH SCHOOL OFFICE PRACTICE CLASS, THIS NINTH GRADE CURRICULUM GUIDE EMPHASIZES THE NEEDS OF THE POTENTIAL DROPOUT. DESIGNED TO BUILD BASIC SKILLS IN BUSINESS COMMUNICATIONS AND AN UNDERSTANDING OF THE VARIOUS KINDS OF OFFICES, THE GUIDE INCLUDES SECTIONS ON: (1) INTRODUCTION AND ORIENTATION, (2) PERSONAL QUALITIES, (3) OFFICE COMMUNICATION, (4) OFFICE JOBS CLASSIFIED ACCORDING TO SKILLS, AND (5) THE SUCCESSFUL OFFICE WORKERS. ALSO INCLUDED ARE OBJECTIVES, UNIT ACTIVITIES, TEACHING SUGGESTIONS AND INSTRUCTIONAL MATERIALS ON SUCH TOPICS AS: (1) BUSINESS VOCABULARY, (2) EMPLOYMENT APPLICATION, (3) TIME CARD, (4) JOB DESCRIPTION, (5) BASIC FILING RULES, (6) DUTIES OF THE MAIL CLERK, AND (7) RECORD OF CALLERS. (JS)

VT 014 824
KAGY, FREDERICK D.
GRAPHIC ARTS.

ILLINOIS STATE UNIV., NORMAL.
ILLINOIS STATE OFFICE OF THE SUPERINTENDENT OF PUBLIC INSTRUCTION, SPRINGFIELD
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 123P.

DESCRIPTORS - *WORKBOOKS; *INDUSTRIAL ARTS; INSTRUCTIONAL MATERIALS; *INDUSTRIAL ARTS TEACHERS; RESOURCE MATERIALS; *GRAPHIC ARTS; PRINTING; PHOTOGRAPHY

ABSTRACT - THIS WORKBOOK WAS PREPARED TO AID INDUSTRIAL ARTS TEACHERS IN PLANNING AND PRESENTING COURSES IN GRAPHIC ARTS BY ACQUAINTING THEM WITH A NUMBER OF DIFFERENT ASPECTS OF THE GRAPHIC COMMUNICATIONS INDUSTRY. CONTENTS CONSIST OF THREE UNITS COVERING: (1) BINDING, (2) GRAPHIC ARTS CRAFTS, INCLUDING HAND LITHOGRAPHY, HAND INTAGLIO, AND HAND PAPER MAKING, AND (3) OFFSET LITHOGRAPHY, INCLUDING COPY PREPARATIONS, LINE AND HALFTONE PHOTOGRAPHY, NEGATIVE ASSEMBLY, PLATEMAKING, PRESSWORK AND FOLDING. A SELECTED BIBLIOGRAPHY AND A LIST OF GRAPHIC ARTS ORGANIZATIONS ARE ALSO PROVIDED. THE WORKBOOK IS ILLUSTRATED WITH NUMEROUS PHOTOGRAPHS, DRAWINGS, FIGURES, AND DIAGRAMS. (AW)

VT 014 825 ED 060 206
CAREY, JAMES T., AND OTHERS
THE HANDLING OF JUVENILES FROM OFFENSE TO DISPOSITION. VOL. 1.

CALIFORNIA UNIV., BERKELEY. SCHOOL OF CRIMINOLOGY.
SOCIAL AND REHABILITATION SERVICE (DHEW), WASHINGTON, D.C. OFFICE OF JUVENILE DELINQUENCY AND YOUTH DEVELOPMENT.
EDRS PRICE MF-$0.65 HC-$9.87.
JD-6002-CORRECTION SER.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($1.25; S/N 1760-0028; FS 14.17/2:J98/V.1)
PUB DATE - 67 255P.

DESCRIPTORS - *STUDY GUIDES; MANUALS; *DELINQUENCY; DELINQUENTS; DELINQUENCY PREVENTION; DELINQUENT BEHAVIOR; DELINQUENT REHABILITATION; *CASE STUDIES; JUVENILE COURTS; YOUTH PROBLEMS; SOCIALLY DEVIANT BEHAVIOR; POLICE ACTION; *PROBATION OFFICERS; *COURT LITIGATION; BIBLIOGRAPHIES; INSERVICE EDUCATION

ABSTRACT - INTENDED FOR THOSE CONCERNED WITH THE PREVENTION, CONTROL, AND REHABILITATION ASPECTS OF JUVENILE DELINQUENCY, THIS TRAINING MANUAL IS THE FIRST OF A THREE-VOLUME SERIES ADDRESSED TO DECISION MAKING IN THE AGENCIES OF JUVENILE JUSTICE. AN INTRODUCTORY SECTION DISCUSSES THE PROBLEM OF TRAINING, ALONG WITH THE BACKGROUND AND RATIONALE OF THIS SET OF CURRICULUM MATERIALS. FOLLOWING THE INTRODUCTION, TWO SEPARATE JUVENILE OFFENSE CASES ARE PRESENTED AND DISCUSSED FROM THE TIME POLICE FIRST BECOME AWARE OF THEM, THROUGH PROBATION, AND TO THEIR FINAL DISPOSITION BY THE COURT. THE DECISIONS MADE AT EACH LEVEL ARE FOLLOWED BY A SERIES OF DISCUSSIONS HIGHLIGHTING SOME OF THE PROBLEMS INVOLVED, AND READINGS WHICH ARE RELEVANT TO THE DECISIONS ARE INCORPORATED. RELATED VOLUMES ARE AVAILABLE AS VT 014 826 AND VT 014 827 IN THIS ISSUE. (SB)

VT 014 826 ED 060 207
CAREY, JAMES T., AND OTHERS
THE HANDLING OF JUVENILES FROM OFFENSE TO DISPOSITION; VOLUME 2.

CALIFORNIA UNIV., BERKELEY. SCHOOL OF CRIMINOLOGY.
SOCIAL AND REHABILITATION SERVICE (DHEW), WASHINGTON, D.C. OFFICE OF JUVENILE DELINQUENCY AND YOUTH DEVELOPMENT
EDRS PRICE MF-$0.65 HC-$9.87.
JD-6003-CORRECTION SER.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($1.50; S/N 1760-0029; FS14.17/2:J98/V.2)
PUB DATE - 67 287P.

DESCRIPTORS - *STUDY GUIDES; MANUALS; *DELINQUENCY; DELINQUENTS; DELINQUENCY PREVENTION; DELINQUENT BEHAVIOR; DELINQUENT REHABILITATION; *CASE STUDIES; JUVENILE COURTS; YOUTH PROBLEMS; SOCIALLY DEVIANT BEHAVIOR; POLICE ACTION; *PROBATION OFFICERS; *COURT LITIGATION; BIBLIOGRAPHIES; INSERVICE EDUCATION

ABSTRACT - THIS VOLUME REPRESENTS A CONTINUATION OF THE CASE STUDIES BEGUN IN THE FIRST OF A THREE-VOLUME SERIES ADDRESSED TO DECISION MAKING IN THE AGENCIES OF JUVENILE JUSTICE. THREE SEPARATE JUVENILE OFFENSE CASES ARE PRESENTED AND DISCUSSED FROM THE TIME POLICE FIRST BECOME AWARE OF THEM, THROUGH PROBATION, AND TO THEIR FINAL DISPOSITION BY THE COURT. THE DECISIONS MADE AT EACH LEVEL ARE FOLLOWED BY A SERIES OF DISCUSSIONS HIGHLIGHTING SOME OF THE PROBLEMS INVOLVED, AND READINGS WHICH ARE RELEVANT TO THE DECISIONS ARE INCORPORATED. RELATED VOLUMES ARE AVAILABLE AS VT 014 825 AND VT 014 827 IN THIS ISSUE. (SB)

VT 014 827 ED 060 208
CAREY, JAMES T., AND OTHERS
THE HANDLING OF JUVENILES FROM OFFENSE TO DISPOSITION. VOL. 3 INSTRUCTOR'S GUIDE.

CALIFORNIA UNIV., BERKELEY. SCHOOL OF CRIMINOLOGY.
SOCIAL AND REHABILITATION SERVICE (DHEW), WASHINGTON, D.C. OFFICE OF JUVENILE DELINQUENCY AND YOUTH DEVELOPMENT
EDRS PRICE MF-$0.65 HC-$3.29.
JD-6004-CORRECTION SER.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($0.40; S/N 1760-0030; FS 14.17/2:J98/V.3)
PUB DATE - 67 66P.

DESCRIPTORS - *TEACHING GUIDES; *DELINQUENCY; DELINQUENTS; DELINQUENCY PREVENTION; DELINQUENT BEHAVIOR; DELINQUENT REHABILITATION; JUVENILE COURTS; YOUTH PROBLEMS; SOCIALLY DEVIANT BEHAVIOR; *COURT LITIGATION; CASE STUDIES; POLICE ACTION; *PROBATION OFFICERS; BIBLIOGRAPHIES; INSERVICE EDUCATION

ABSTRACT - INTENDED FOR THOSE CONCERNED WITH THE PREVENTION, CONTROL, AND REHABILITATION ASPECTS OF JUVENILE DELINQUENCY, THIS GUIDE IS DESIGNED TO ASSIST THE INSTRUCTOR IN USING THE TRAINING MANUAL, AVAILABLE AS VT 014 825 AND VT 014 826 IN THIS ISSUE. ARRANGED IN A CASE-BY-CASE FORMAT, A DISCUSSION OUTLINE IS PROVIDED FOR THE POLICE, PROBATION, AND JUDICIAL ACTIVITIES OF EACH OF THE FIVE JUVENILE OFFENSE CASES. READINGS WHICH ARE RELEVANT TO EACH SECTION ARE INCORPORATED IN THE DISCUSSION OUTLINES. (SB)

VT 014 831
A GUIDE FOR PROMOTING HOME HEALTH SERVICES.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. DIV. OF HEALTH RESOURCES
MF AVAILABLE IN VT-ERIC SET.
DHEW-HSM-71-6404
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($.25; HE 20.2558:H75; S/N 1726-0018)
PUB DATE - JUN71 25P.

DESCRIPTORS - *COMMUNITY HEALTH SERVICES; *HOME HEALTH AIDES; PUBLIC HEALTH; *PROGRAM DEVELOPMENT; *PUBLICIZE; *MASS MEDIA; PUBLIC RELATIONS; GUIDELINES

ABSTRACT - HOME HEALTH CARE IS AN APPROACH THAT CAN POSITIVELY ASSURE EFFECTIVE HEALTH CARE FOR ILL OR DISABLED PERSONS, CONSERVE VALUABLE HEALTH RESOURCES, EXPAND THE OVERALL CAPACITY OF THE HEALTH CARE SYSTEM, AND EXERT A RESTRAINING INFLUENCE ON MEDICAL CARE COSTS. THIS BOOKLET IS DESIGNED TO ASSIST IN PROMOTING A GREATER UNDERSTANDING OF AND DEMAND FOR HOME HEALTH SERVICES AND CONTAINS: (1) PURPOSES OF PROMOTIONAL ACTIVITIES, (2) A LISTING OF GOVERNMENT AND COMMUNITY GROUPS WHO CAN OFFER ASSISTANCE AND EXPERTISE IN ESTABLISHING HOME HEALTH CARE SERVICES, AND (3) CONSIDERATIONS IN SETTING UP A PROGRAM INCLUDING THE ORGANIZATION OF A PROMOTION COMMITTEE, MATERIALS AND RESOURCES NECESSARY FOR PROMOTION, PREPARING AND DEVELOPING PUBLIC INFORMATION MATERIALS, AND DEVELOPING DATA AND INFORMATION FOR INTERNAL USE. (SB)

VT 014 832
DRIVER PERFORMANCE IMPROVEMENT PROGRAM.

LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE.
LOUISIANA HIGHWAY SAFETY COMMISSION, BATON ROUGE
FEDERAL HIGHWAY ADMINISTRATION (DEPT. OF TRANSPORTATION), WASHINGTON, D.C. NATIONAL HIGHWAY SAFETY BUREAU
MF AVAILABLE IN VT-ERIC SET.
BULL-1198
PUB DATE - 71 53P.

DESCRIPTORS - *PROGRAM GUIDES; *TEACHING GUIDES; CURRICULUM GUIDES; *DRIVER EDUCATION; *TRAFFIC SAFETY; SAFETY EDUCATION; VEHICULAR TRAFFIC; MOTOR VEHICLES
IDENTIFIERS - *TRAFFIC LAW VIOLATORS; LICENSED DRIVERS

ABSTRACT - DESIGNED FOR USE BY ADMINISTRATORS AND INSTRUCTORS IN BUILDING QUALITY PROGRAMS FOR THE IMPROVEMENT OF LICENSED DRIVERS, THIS GUIDE REFLECTS RECENT TRENDS AND DEVELOPMENTS IN CURRICULUM CONSTRUCTIONAND TRAFFIC EDUCATION PROGRAMING. THE CURRICULUM DESIGN UTILIZES THE SYSTEMS APPROACH WHICH ANALYZES A DRIVER OPERATING A MOTOR VEHICLE WITHIN THE HIGHWAY ENVIRONMENT. ADMINISTRATIVE AND INSTRUCTIONAL GUIDELINES ARE FOLLOWED BY FOUR UNITS, EACH CONSISTING OF SEVERAL EPISODES DESIGNED TO IMPROVE THE PERFORMANCE OF VARIOUS DRIVING TASKS. UNITS ARE: (1) YOU AND DRIVING, CONCERNING THE HUMAN FUNCTIONS OF DRIVING, (2) YOU AND DRIVING EMERGENCIES, DEALING WITH SUCH ASPECTS AS RESPONSE ANALYSIS AND VEHICLE MALFUNCTIONS, (3) ALCOHOL, DRUGS, AND YOU, AND (4) YOU AND OTHER DRIVERS, RELATING TO EMOTIONS, MOTIVATIONS, AND PERSONALITY FACTORS. PARTICIPANTS IN THE PROGRAM ARE TRAFFIC LAW VIOLATORS REFERRED BY THE COURTS. (AW)

VT 014 835
BOWERS, JAMES R., COMP.
STUDENT PROJECTS FOR MARKETING DISTRIBUTIVE EDUCATION (PROJECT TRAINING).

MISSISSIPPI STATE UNIV., STATE COLLEGE. CURRICULUM COORDINATING UNIT.
MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM COORDINATING UNIT, DRAWER DX, STATE COLLEGE, MISSISSIPPI 39762 ($1.60)
PUB DATE - 72 61P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *STUDENT PROJECTS; TEACHING METHODS; *DISTRIBUTIVE EDUCATION; SECONDARY EDUCATION; EDUCATIONAL OBJECTIVES; *STUDY GUIDES; MANUALS; MARKETING; SALESMANSHIP; RESOURCE MATERIALS; *PROJECT TRAINING METHODS

ABSTRACT - DEVELOPED FOR USE IN HIGH SCHOOL DISTRIBUTIVE EDUCATION (DE) PROGRAMS, THE 12 PROJECTS COMPRISING THIS STUDENT MANUAL WERE TAKEN FROM THE PUBLICATION MARKETING DISTRIBUTIVE EDUCATION (PROJECT TRAINING). TOPICS COVERED BY THE PROJECTS INCLUDE: (1) TRACING A PRODUCT FROM THE PRODUCER TO THE CONSUMER, (2) A SURVEY AND EVALUATION OF LOCAL SALES AND SERVICES, (3) COMMUNICATING THROUGH THE WRITTEN AND SPOKEN WORD, (4) PLANNING AND PRESENTING A SALES DEMONSTRATION, (5) SELECTING AN APPROPRIATE WARDROBE FOR A SPECIFIC OCCUPATION IN MARKETING AND DISTRIBUTION, AND (6) CHOOSING A SUPPLIER OF THREE-RING NOTEBOOKS FOR RESALE IN THE SCHOOL BOOKSTORE. EDUCATIONAL OBJECTIVES, A SCOPE STATEMENT, A LIST OF NEEDED MATERIALS, DIRECTIONS, AND EVALUATION PROCEDURES ARE PROVIDED FOR EACH PROJECT. (JS)

VT 014 838 ED 060 210
CAMPBELL, SALLY R.
CONSUMER EDUCATION IN AN AGE OF ADAPTATION. EDUCATOR RESOURCE SERIES.

SEARS, ROEBUCK AND CO., CHICAGO, ILL. CONSUMER INFORMATION SERVICES.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM

EDRS.
ASSOCIATION STERLING FILMS, INC., 512
BURLINGTON AVENUE, LAGRANGE, ILLINOIS 60525
($5.00EA)
PUB DATE - 71 105P.

DESCRIPTORS - *CONSUMER EDUCATION; EDUCATIONAL RESOURCES; *RESOURCE GUIDES; EDUCATIONAL OBJECTIVES; *BEHAVIORAL OBJECTIVES; CONSUMER ECONOMICS; *STUDENT NEEDS; AGE DIFFERENCES; CULTURAL DIFFERENCES; INTELLIGENCE DIFFERENCES; SOCIAL DIFFERENCES; MOTIVATION TECHNIQUES; EVALUATION TECHNIQUES; TEACHING TECHNIQUES; BIBLIOGRAPHIES

ABSTRACT - DESIGNED TO SERVE AS A REFERENCE AND RESOURCE, THIS PUBLICATION CONTAINS IDEAS AND INFORMATION TO HELP TEACHERS MODIFY CONTENT AND TEACHING METHODS TO ASSIST STUDENTS IN COPING WITH THE CHANGING MARKETPLACE. PART 1 OF THE GUIDE LISTS EDUCATIONAL OBJECTIVES FOR THESE MAJOR CONTENT AREAS: (1) THE CONSUMER AND THE ECONOMY, (2) VALUES AND GOALS, (3) OCCUPATION AND INCOME, (4) MANAGEMENT OF RESOURCES, (5) ECONOMIC CHOICES, (6) ADVERTISING, SELLING AIDS, AND MOTIVATORS, (7) BUYING GOODS AND SERVICES, (8) HOUSING, (9) INSURANCE PROTECTION, (10) SAVINGS AND INVESTMENTS, (11) TAXES, (12) CONSUMER GRIEVANCES, INFORMATION, CREDIT, PROTECTION, RIGHTS, AND RESPONSIBILITIES, AND (13) THE CONSUMER AND THE ENVIRONMENT. PART 2 PROVIDES GENERAL SUGGESTIONS FOR ADAPTING PROGRAMS TO MEET STUDENT NEEDS AS WELL AS SPECIFIC SUGGESTIONS FOR ADAPTING TO CULTURAL DIFFERENCES, AGE DIFFERENCES, DIFFERENCES IN LEARNING ABILITY, AND DIFFERENCES IN ECONOMIC CHARACTERISTICS. PART 3 OFFERS SEVERAL QUESTIONNAIRES, SURVEYS, AND OPINIONNAIRES TO USE IN IDENTIFYING, MOTIVATING, AND EVALUATING STUDENTS. PARTS 4 AND 5 CONTAIN A BIBLIOGRAPHY OF READINGS AND A GLOSSARY OF CONSUMER TERMS. (SB)

VT 014 847
SELLAND, LARRY, AND OTHERS
GUIDELINE OF CAREER DEVELOPMENT ACTIVITIES. A STATEWIDE PROGRAM IN DEVELOPMENTAL VOCATIONAL GUIDANCE (K-12) AND OCCUPATIONAL PREPARATION FOR THE CHANGING WORLD OF WORK.

BISMARCK PUBLIC SCHOOL DISTRICT 1, N. DAK.
NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP71 157P.

DESCRIPTORS - *VOCATIONAL DEVELOPMENT; *CAREER EDUCATION; TEACHING GUIDES; *GUIDELINES; EDUCATIONAL OBJECTIVES; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; *INTEGRATED CURRICULUM; ELEMENTARY GRADES; SECONDARY GRADES; *INSTRUCTIONAL MATERIALS; DEVELOPMENTAL PROGRAMS; STATEWIDE PLANNING
IDENTIFIERS - NORTH DAKOTA

ABSTRACT - THESE MIMEOGRAPHED GUIDELINES ARE REPRESENTATIVE SAMPLES OF THE COMPLETE NORTH DAKOTA K-12 CAREER DEVELOPMENT GUIDELINES, PRESENTLY BEING FURTHER DEVELOPED AND FIELD-TESTED BY TEACHERS AND PROJECT STAFF FOR COMPLETION BY FALL 1973. IN ADDITION TO OBJECTIVES FOR EACH GRADE LEVEL OR GROUPING, SAMPLE ACTIVITY SHEETS FOR A SPECIFIC STUDY AREA AND GRADE LEVEL PROVIDE BROAD OBJECTIVES, SPECIFIC BEHAVIORAL OBJECTIVES, ACTIVITIES, SUGGESTED TECHNIQUES, RESOURCE MATERIALS AND A BRIEF EVALUATION TO BE COMPLETED BY THE TEACHER TO DETERMINE SUGGESTIONS AND CRITICISM. ACTIVITIES PROMOTE STUDENT INVOLVEMENT THROUGH ROLE-PLAYING, FIELD TRIPS AND INDIVIDUAL AND GROUP PROJECTS; SUGGESTED TECHNIQUES ENCOURAGE FEEDBACK TO STUDENTS, AND STUDENT-COMMUNITY INVOLVEMENT. RESOURCE MATERIALS INCLUDE BOOKS, FILMS, AND COMMUNITY RESOURCES SUCH AS THE WEATHER BUREAU AND GUEST SPEAKERS. APPENDED MATERIALS ARE SUGGESTED RESOURCE MATERIALS, GUIDELINES FOR FIELD TRIPS, AND GUIDELINES FOR RESOURCE PEOPLE. (SB)

VT 014 850
AN EXEMPLARY PROGRAM FOR OCCUPATIONAL PREPARATION IN SELECTED AGRICULTURAL AND INDUSTRIAL ACTIVITIES FOR SMALL HIGH SCHOOLS IN UTAH. INTEGRATED SHOP PROGRAM III AND IV; DRAFTING AND DESIGN, A TWO YEAR COURSE.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 251P.

DESCRIPTORS - *DRAFTING; *INDUSTRIAL ARTS; *CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; *SHOP CURRICULUM; RURAL SCHOOLS; SMALL SCHOOLS; COURSE DESCRIPTIONS; *VOCATIONAL EDUCATION; DEVELOPMENTAL PROGRAMS; TEACHING GUIDES; AGRICULTURAL ENGINEERING; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - UTAH

ABSTRACT - DEVELOPED THROUGH THE COORDINATED EFFORTS OF SPECIALISTS IN INDUSTRIAL ARTS, VOCATIONAL AGRICULTURE, TRADE AND INDUSTRIAL EDUCATION, AND VOCATIONAL EDUCATION, THIS COURSE IS PART OF AN INTEGRATED SHOP PROGRAM DESIGNED TO IMPROVE THE VOCATIONAL FUTURE FOR STUDENTS IN SMALL RURAL HIGH SCHOOLS. INTENDED TO FOLLOW FOUR BEGINNING COURSES IN THE PROGRAM, THIS ADVANCED DRAFTING AND DESIGN COURSE COVERS TECHNICAL DRAWING, ARCHITECTURAL DRAFTING, AND A THIRD AREA CONSISTING OF A NUMBER OF HIGHLY SPECIALIZED AREAS. THE COURSE IS PLANNED FOR 10 HOURS PER WEEK FOR 2 SCHOOL YEARS. EACH OF THE INSTRUCTIONAL PACKETS WHICH ARE ENCLOSED CONSISTS OF: (1) TITLE, (2) DIRECTIONS TO THE STUDENT, (3) INTRODUCTION TO THE PARTICULAR UNIT OF WORK INVOLVED, (3) CONCEPT, (4) LIST OF PERFORMANCE OBJECTIVES, (5) ACTIVITIES NEEDED TO ACHIEVE THE OBJECTIVES, (6) LIST OF REFERENCE MATERIALS, AND (7) A TEST ON THE UNIT. A RELATED DOCUMENT, VT 014 851, IS AVAILABLE IN THIS ISSUE AND A PREVIOUSLY PROCESSED DOCUMENT APPEARED IN RIE FOR FEBRUARY 1971 AS ED 043 410. (BH)

VT 014 851
AN EXEMPLARY PROGRAM FOR OCCUPATIONAL PREPARATION IN SELECTED AGRICULTURAL AND INDUSTRIAL ACTIVITIES FOR SMALL HIGH SCHOOLS IN UTAH. INTEGRATED SHOP PROGRAM III AND IV, BUILDING CONSTRUCTION.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION,
SALT LAKE CITY.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 95P.

DESCRIPTORS - TEACHING GUIDES; *CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS; *BUILDING TRADES; TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL EDUCATION; AGRICULTURAL ENGINEERING; *WOODWORKING; CARPENTERS; *CONSTRUCTION (PROCESS); CONSTRUCTION INDUSTRY; *SHOP CURRICULUM; DEVELOPMENTAL PROGRAMS; RURAL SCHOOLS; SMALL SCHOOLS; SECONDARY GRADES; COURSE DESCRIPTIONS
IDENTIFIERS - UTAH

ABSTRACT - A COORDINATED EFFORT OF SPECIALISTS, COORDINATORS, ADMINISTRATORS AND PROFESSORS OF VARIOUS PHASES OF VOCATIONAL AND TECHNICAL EDUCATION, THIS COURSE IN BUILDING CONSTRUCTION IS ONE OF THE ADVANCED COURSES IN AN EXEMPLARY INTEGRATED SHOP PROGRAM DEVELOPED FOR USE IN UTAH'S SMALL RURAL HIGH SCHOOLS. THE 2-YEAR COURSE INCLUDES 23 UNITS OF INSTRUCTION, WITH THE MAJOR EMPHASIS ON CARPENTRY BUT ALSO PROVIDING INSTRUCTION IN MASONRY, ELECTRICAL WIRING, PLUMBING, AND HEATING AND COOLING. MOST OF THE UNITS CONSIST OF INSTRUCTIONAL PACKETS, EACH OF WHICH INCLUDE A TITLE, DIRECTIONS TO THE STUDENT, INTRODUCTION TO THE PARTICULAR UNIT OF WORK WITH WHICH THE PACKET DEALS, A CONCEPT, LIST OF PERFORMANCE OBJECTIVES, LIST OF REFERENCE MATERIALS, AND A UNIT TEST. SOME UNITS ALSO PROVIDE INFORMATION SHEETS, ASSIGNMENT SHEETS, OR EXPERIMENT SHEETS. THE INSTRUCTIONAL PACKETS ARE DESIGNED PRIMARILY FOR USE BY INDIVIDUAL STUDENTS, BUT MAY BE USED WITH THE CLASS AS A WHOLE AT THE TEACHER'S DISCRETION. THE GUIDE ALSO PROVIDES A COURSE OUTLINE, SUGGESTED TIME SCHEDULE AND SEQUENCE OF UNITS, ORIENTATION TO BUILDING TRADES, REFERENCE MATERIAL, KEYS TO UNIT TESTS, AND AN ACHIEVEMENT TEST AND KEY.RELATED DOCUMENTS ARE VT 014 850, AVAILABLE IN THIS ISSUE, AND ED 043 410 (FEBRUARY, 1971 RIE). (AW)

VT 014 857
PAPPAS, NICK, ED.
THE JAIL: ITS OPERATION AND MANAGEMENT.

DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 231P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS; *INSTITUTIONAL PERSONNEL; *INSERVICE EDUCATION; *TEXTBOOKS; INDIVIDUALIZED INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL EDUCATION; MANAGEMENT DEVELOPMENT; MANAGEMENT EDUCATION; ADMINISTRATOR ROLE

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT AND EDITED BY THE JAIL COORDINATOR OF THE BUREAU OF PRISONERS, THIS TEXT IS INTENDED FOR THE INSERVICE EDUCATION OF JAIL OFFICERS AND ADMINISTRATORS. FOR THE JAIL OFFICER, THE TEXT COVERS SECURITY, CLIMATE, SUPERVISION, DISCIPLINE, SPECIAL HEALTH PROBLEMS, AND CORRECTIONAL HISTORY AND PHILOSOPHY. SECTIONS FOR THE ADMINISTRATOR DESCRIBE ROLE AND FUNCTIONS WITHIN THE FRAMEWORK OF SETTING OBJECTIVES, PLANNING, DECISION MAKING, AND CONTROLLING. AN INSTRUCTOR GUIDE IS AVAILABLE IN THIS ISSUE ASVT 014 879. (BH)

VT 014 858
BLUMER, ALICE HOWARD
JAIL OPERATIONS: A TRAINING COURSE FOR JAIL OFFICERS. PROGRAMMED INSTRUCTION: BOOK 1: CORRECTIONAL HISTORY AND PHILOSOPHY.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 58P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS; *INSTITUTIONAL PERSONNEL; *INSERVICE EDUCATION; *TEXTBOOKS; INDIVIDUALIZED INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL EDUCATION; PROGRAMED INSTRUCTION; PHILOSOPHY; HISTORY; *INSTITUTIONAL ROLE
IDENTIFIERS - *JAIL OFFICERS

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT, THIS GUIDE IS PART OF A 6-PART COURSE INTENDED FOR JAIL OFFICERS. IN ADDITION TO ROUTINE TASKS WHICH OFFICERS MUST PERFORM IN THE JAIL, THE COURSE EMPHASIZES THE OFFICERS' RESPONSIBILITY TO SOCIETY AS WELL-TRAINED PROFESSIONALS. INCLUDED IS A DISCUSSION OF COMMON MISTAKES TO BE AVOIDED. THIS VOLUME COVERS CORRECTIONAL HISTORY AND PHILOSOPHY. THE ENTIRE COURSE IS AVAILABLE IN THIS ISSUE AS VT 014 858-014 863. (BH)

VT 014 859
BLUMER, ALICE HOWARD
JAIL OPERATIONS: A TRAINING COURSE FOR JAIL OFFICERS. PROGRAMMED INSTRUCTION: BOOK 2: JAIL OPERATIONS.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 184P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS; *INSTITUTIONAL PERSONNEL; *INSERVICE EDUCATION; *TEXTBOOKS; INDIVIDUALIZED INSTRUCTION; ADULT VOCATIONAL EDUCATION; PROGRAMED INSTRUCTION; *INSTITUTIONAL ADMINISTRATION; STUDY GUIDES
IDENTIFIERS - *JAIL OFFICERS

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT, THIS GUIDE IS PART OF A 6-PART COURSE INTENDED FOR JAIL OFFICERS. IN ADDITION TO ROUTINE TASKS WHICH OFFICERS MUST PERFORM IN THE JAIL, THE COURSE EMPHASIZES THE OFFICERS' RESPONSIBILITY TO SOCIETY AS WELL-TRAINED PROFESSIONALS. INCLUDED IS A DISCUSSION OF COMMON MISTAKES TO BE AVOIDED. THIS VOLUME COVERS JAIL OPERATIONS. THE ENTIRE COURSE IS AVAILABLE IN THIS ISSUE AS VT 014 858-014 863. (BH)

VT 014 860
BLUMER, ALICE HOWARD
JAIL OPERATIONS: A TRAINING COURSE FOR JAIL OFFICERS. PROGRAMMED INSTRUCTION: BOOK 3: JAIL CLIMATE.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 62P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS; *INSTITUTIONAL PERSONNEL; *INSERVICE EDUCATION; *TEXTBOOKS; INDIVIDUALIZED INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL EDUCATION; PROGRAMED INSTRUCTION; *ATTITUDES; MORALE; PRISONERS; ADJUSTMENT (TO ENVIRONMENT)
IDENTIFIERS - *JAIL OFFICERS

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT, THIS GUIDE IS PART OF A 6-PART COURSE INTENDED FOR JAIL OFFICERS. IN ADDITION TO ROUTINE TASKS WHICH OFFICERS MUST PERFORM IN THE JAIL, THE COURSE EMPHASIZES THE OFFICERS' RESPONSIBILITY TO SOCIETY AS WELL-TRAINED PROFESSIONALS. INCLUDED IS A DISCUSSION OF COMMON MISTAKES TO BE AVOIDED. THIS VOLUME COVERS JAIL CLIMATE, IN TERMS OF JAILER AND PRISONER ATTITUDES. THE ENTIRE COURSE IS AVAILABLE IN THIS ISSUE AS VT 014 858-014 863. (BH)

VT 014 861
BLUMER, ALICE HOWARD
JAIL OPERATIONS: A TRAINING COURSE FOR JAIL OFFICERS. PROGRAMMED INSTRUCTION: BOOK 4: SUPERVISION.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 44P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS; *INSTITUTIONAL PERSONNEL; *INSERVICE EDUCATION; *TEXTBOOKS; INDIVIDUALIZED INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL EDUCATION; PROGRAMED INSTRUCTION; *SUPERVISION; SUPERVISING METHODS; SUPERVISING ACTIVITIES
IDENTIFIERS - *JAIL OFFICERS

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT, THIS GUIDE IS PART OF A 6-PART COURSE INTENDED FOR JAIL OFFICERS. IN ADDITION TO ROUTINE TASKS WHICH OFFICERS MUST PERFORM IN THE JAIL, THE COURSE EMPHASIZES THE OFFICERS' RESPONSIBILITY TO SOCIETY AS WELL-TRAINED PROFESSIONALS. INCLUDED IS A DISCUSSION OF COMMON MISTAKES TO BE AVOIDED. THIS VOLUME DESCRIBES NEEDED SUPERVISORY SKILLS. THE ENTIRE COURSE IS AVAILABLE IN THIS ISSUE AS VT 014 858-014 863. (BH)

VT 014 862
BLUMER, ALICE HOWARD
JAIL OPERATIONS: A TRAINING COURSE FOR JAIL OFFICERS. PROGRAMMED INSTRUCTION: BOOK 5: DISCIPLINE.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 45P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS; *INSTITUTIONAL PERSONNEL; *INSERVICE EDUCATION; *TEXTBOOKS; INDIVIDUALIZED INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL EDUCATION; PROGRAMED INSTRUCTION; *DISCIPLINE POLICY; DISCIPLINE PROBLEMS
IDENTIFIERS - *JAIL OFFICERS

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT, THIS GUIDE IS PART OF A 6-PART COURSE INTENDED FOR JAIL OFFICERS. IN ADDITION TO ROUTINE TASKS WHICH OFFICERS MUST PERFORM IN THE JAIL, THE COURSE EMPHASIZES THE OFFICERS' RESPONSIBILITY TO SOCIETY AS WELL-TRAINED PROFESSIONALS. INCLUDED IS A DISCUSSION OF COMMON MISTAKES TO BE AVOIDED. THIS VOLUME COVERS DISCIPLINARY PROBLEMS AND PROCEDURES. THE ENTIRE COURSE IS AVAILABLE IN THIS ISSUE AS VT 014 858-014 863. (BH)

VT 014 863
BLUMER, ALICE HOWARD
JAIL OPERATIONS: A TRAINING COURSE FOR JAIL OFFICERS. PROGRAMMED INSTRUCTION: BOOK 6: SPECIAL PRISONERS.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 70P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS; *INSTITUTIONAL PERSONNEL; *INSERVICE EDUCATION; *TEXTBOOKS; INDIVIDUALIZED INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL EDUCATION; PROGRAMED INSTRUCTION; PRISONERS; *SPECIAL HEALTH PROBLEMS.
IDENTIFIERS - *JAIL OFFICERS

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT, THIS GUIDE IS PART OF A 6-PART COURSE INTENDED FOR JAIL OFFICERS. IN ADDITION TO ROUTINE TASKS WHICH OFFICERS MUST PERFORM IN THE JAIL, THE COURSE EMPHASIZES THE OFFICERS' RESPONSIBILITY TO SOCIETY AS WELL-TRAINED PROFESSIONALS. INCLUDED IS A DISCUSSION OF COMMON MISTAKES TO BE AVOIDED. THIS VOLUME COVERS TREATMENT OF PRISONERS WITH PHYSICAL OR MENTAL PROBLEMS. THE ENTIRE COURSE IS AVAILABLE IN THIS ISSUE AS VT 014 858-014 863. (BH)

VT 014 864
BLUMER, ALICE HOWARD
JAIL MANAGEMENT: A COURSE FOR JAIL ADMINISTRATORS. INDEPENDENT STUDY: BOOK 1: ADMINISTRATION OF JAIL OPERATIONS.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 47P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS; *ADMINISTRATOR EDUCATION; *INSERVICE EDUCATION; *TEXTBOOKS; INDIVIDUALIZED INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL EDUCATION; *INSTITUTIONAL ADMINISTRATION; PROGRAMED MATERIALS; INDEPENDENT STUDY

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT, THIS GUIDE IS PART OF A 6-PART COURSE INTENDED FOR JAIL ADMINISTRATORS. THE COURSE PROVIDES A FRAMEWORK THROUGH WHICH JAIL ADMINISTRATORS CAN FORMULATE PROCEDURES AND POLICIES FOR THEIR OWN JAILS, WITH A

DISCUSSION OF COMMON PAST MISTAKES AND WAYS TO AVOID THEM. THIS VOLUME COVERS THE ADMINISTRATION OF JAIL OPERATIONS. THE ENTIRE COURSE IS AVAILABLE IN THIS ISSUE AS VT 014 864-014 869. (BH)

VT 014 865
BLUMER, ALICE HOWARD
JAIL MANAGEMENT: A COURSE FOR JAIL ADMINISTRATORS. INDEPENDENT STUDY: BOOK 2: PERSONNEL AND FISCAL MANAGEMENT.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 58P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS; *ADMINISTRATOR EDUCATION; *INSERVICE EDUCATION; *TEXTBOOKS; INDIVIDUALIZED INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL EDUCATION; PERSONNEL MANAGEMENT; *BUDGETING; PERSONNEL NEEDS; PROGRAMED MATERIALS; INDEPENDENT STUDY

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT, THIS GUIDE IS PART OF A 6-PART COURSE INTENDED FOR JAIL ADMINISTRATORS. THE COURSE PROVIDES A FRAMEWORK THROUGH WHICH JAIL ADMINISTRATORS CAN FORMULATE PROCEDURES AND POLICIES FOR THEIR OWN JAILS, WITH A DISCUSSION OF COMMON PAST MISTAKES AND WAYS TO AVOID THEM. THIS VOLUME COVERS PERSONNEL MANAGEMENT AND BUDGET PREPARATION. THE ENTIRE COURSE IS AVAILABLE IN THIS ISSUE AS VT 014 864-014 869. (BH)

VT 014 866
BLUMER, ALICE HOWARD
JAIL MANAGEMENT: A COURSE FOR JAIL ADMINISTRATORS. INDEPENDENT STUDY: BOOK 3: JAIL AND COMMUNITY CORRECTIONS PROGRAMS.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 72P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS; ADMINISTRATOR EDUCATION; *INSERVICE EDUCATION; *TEXTBOOKS; INDIVIDUALIZED INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL EDUCATION; *CORRECTIONAL REHABILITATION; REHABILITATION PROGRAMS; PROGRAMED MATERIALS; INDEPENDENT STUDY

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT, THIS GUIDE IS PART OF A 6-PART COURSE INTENDED FOR JAIL ADMINISTRATORS. THE COURSE PROVIDES A FRAMEWORK THROUGH WHICH JAIL ADMINISTRATORS CAN FORMULATE PROCEDURES AND POLICIES FOR THEIR OWN JAILS, WITH A DISCUSSION OF COMMON PAST MISTAKES AND WAYS TO AVOID THEM. THIS VOLUME CONSIDERS THE ROLE OF CORRECTIONAL PROGRAMS IN JAILS. THE ENTIRE COURSE IS AVAILABLE IN THIS ISSUE AS VT 014 864-014 869. (BH)

VT 014 867
BLUMER, ALICE HOWARD
JAIL MANAGEMENT: A COURSE FOR JAIL ADMINISTRATORS. INDEPENDENT STUDY: BOOK 4: COMMUNITY RELATIONS.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 43P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS; *ADMINISTRATOR EDUCATION; *INSERVICE EDUCATION; *TEXTBOOKS; INDIVIDUALIZED INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL EDUCATION; *COMMUNITY RELATIONS; PUBLIC RELATIONS; PROGRAMED MATERIALS; INDEPENDENT STUDY

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT, THIS GUIDE IS PART OF A 6-PART COURSE INTENDED FOR JAIL ADMINISTRATORS. THE COURSE PROVIDES A FRAMEWORK THROUGH WHICH JAIL ADMINISTRATORS CAN FORMULATE PROCEDURES AND POLICIES FOR THEIR OWN JAILS, WITH A DISCUSSION OF COMMON PAST MISTAKES AND WAYS TO AVOID THEM. THIS VOLUME DESCRIBES THE IMPORTANCE OF COMMUNITY RELATIONS AND PROVIDES SUGGESTIONS FOR IMPROVING RELATIONS WITH THE PUBLIC. THE ENTIRE COURSE IS IN THIS ISSUE AS VT 014 864-014 869. (BH)

VT 014 868
BLUMER, ALICE HOWARD
JAIL MANAGEMENT: A COURSE FOR JAIL ADMINISTRATORS. INDEPENDENT STUDY: BOOK 5: LEGAL PROBLEMS.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 50P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS; *ADMINISTRATOR EDUCATION; *INSERVICE EDUCATION; *TEXTBOOKS; INDIVIDUALIZED INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL EDUCATION; LEGAL RESPONSIBILITY; *CIVIL RIGHTS; PRISONERS; PROGRAMED MATERIALS; INDEPENDENT STUDY

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT, THIS GUIDE IS PART OF A 6-PART COURSE INTENDED FOR JAIL ADMINISTRATORS. THE COURSE PROVIDES A FRAMEWORK THROUGH WHICH JAIL ADMINISTRATORS CAN FORMULATE PROCEDURES AND POLICIES FOR THEIR OWN JAILS, WITH A DISCUSSION OF COMMON PAST MISTAKES AND WAYS TO AVOID THEM. THIS VOLUME INCLUDES A DISCUSSION OF LEGAL RESPONSIBILITIES AND PRISONERS' RIGHTS. THE ENTIRE COURSE IS AVAILABLE IN THIS ISSUE AS VT 014 864-014 869. (BH)

VT 014 869
BLUMER, ALICE HOWARD
JAIL MANAGEMENT: A COURSE FOR JAIL ADMINISTRATORS. INDEPENDENT STUDY: BOOK 6: JAIL PLANNING.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 34P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS; *ADMINISTRATOR EDUCATION; *INSERVICE

EDUCATION; *TEXTBOOKS; INDIVIDUALIZED INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL EDUCATION; *PROGRAM PLANNING; INSTITUTIONAL ROLE; ADMINISTRATOR ROLE; PROGRAMED MATERIALS; INDEPENDENT STUDY

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT, THIS GUIDE IS PART OF A 6-PART COURSE INTENDED FOR JAIL ADMINISTRATORS. THE COURSE PROVIDES A FRAMEWORK THROUGH WHICH JAIL ADMINISTRATORS CAN FORMULATE PROCEDURES AND POLICIES FOR THEIR OWN JAILS, WITH A DISCUSSION OF COMMON PAST MISTAKES AND WAYS TO AVOID THEM. THIS VOLUME DESCRIBES THE IMPORTANCE OF PROPER PLANNING FOR EFFICIENT JAIL ADMINISTRATION. THE ENTIRE COURSE IS AVAILABLE IN THIS ISSUE AS VT 014 864-014 869. (BH)

VT 014 872 ED 059 407
MICROFICHE COLLECTION OF CLEARINGHOUSE DOCUMENTS REPORTED IN ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM), VOLUME 5, NUMBER 1.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$67.76 HC NOT AVAILABLE FROM EDRS.
PUB DATE - 72 21535

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATERS); CLEARINGHOUSES; *MICROFICHE; DOCUMENTATION; INFORMATION STORAGE; INFORMATION RETRIEVAL

ABSTRACT - DOCUMENTS ANNOUNCED WITH VT NUMBERS ONLY IN VOLUME 5, NUMBER 1 (VT 014 871) OF "ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION" (AIM) ARE INCLUDED IN THIS MICROFICHE SET. THE MICROFICHE SET IS ARRANGED IN THE FOLLOWING SEQUENCE: (1) A VOCATIONAL TECHNICAL (VT) NUMBER INDEX TO DOCUMENTS IN THE MICROFICHE COLLECTION, (2) THE SUBJECT AND AUTHOR INDEXES FROM AIM, AND (3) THE FULL TEXT OF DOCUMENTS LISTED IN THE VT NUMBER INDEX. THE TEXTS ARE FILMED CONTINUOUSLY IN VT NUMBER SEQUENCE. (CD)

VT 014 873 ED 059 408
ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL TECHNICAL EDUCATION (AIM), VOLUME 5, NUMBER 1.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
THE CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION, 1900 KENNY ROAD, COLUMBUS, OHIO 43210 (QUARTERLY, ONE YEAR $11.00, TWO YEARS $18.00)
PUB DATE - 72 111P.

DESCRIPTORS - *ABSTRACTS; *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; *INDEXES (LOCATERS); CLEARINGHOUSES

ABSTRACT - THIS QUARTERLY PUBLICATION ANNOUNCES THE AVAILABILITY OF INSTRUCTIONAL MATERIALS ACQUIRED AND PROCESSED BY THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) CLEARINGHOUSE ON VOCATIONAL AND TECHNICAL EDUCATION. IT SHOULD BE OF PARTICULAR INTEREST TO TEACHERS, CURRICULUM SPECIALISTS, SUPERVISORS, AND ADMINISTRATORS INVOLVED IN CURRICULUM DEVELOPMENT OR THE USE OF INSTRUCTIONAL MATERIALS IN THE TEACHING-LEARNING SETTING. EACH ABSTRACT, A CONDENSATION OF THE REPORT IN ABOUT 200 WORDS, USUALLY INCLUDES THE MEANS USED TO DEVELOP THE MATERIAL, THE SETTING FOR USE OF THE MATERIAL, AND SOURCE OF AVAILABLE COPIES. AUTHOR, SUBJECT, AND DOCUMENT NUMBER INDEXES PROVIDE ENTRY TO THE ABSTRACTS. MOST OF THE DOCUMENTS WHICH HAVE NOT BEEN ANNOUNCED IN "RESEARCH IN EDUCATION" ARE AVAILABLE AS A SEPARATE MICROFICHE SET FROM THE ERIC DOCUMENT REPRODUCTION SERVICE (VT 014 872). OTHERS ARE AVAILABLE FROM THE SOURCE IDENTIFIED IN THE ABSTRACT. (CD)

VT 014 879
PAPPAS, NICK, ED.
INSTRUCTORS GUIDE TO THE JAIL: ITS OPERATION AND MANAGEMENT.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 72P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS; *INSTITUTIONAL PERSONNEL; *INSERVICE EDUCATION; *TEACHING GUIDES; ADULT VOCATIONAL EDUCATION; INSTRUCTIONAL MATERIALS; *CURRICULUM GUIDES

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT AND EDITED BY THE JAIL TRAINING COORDINATOR OF THE BUREAU OF PRISONS, THIS TEACHING GUIDE IS AN OUTLINE BASED ON THE TEXT "THE JAIL: ITS OPERATION AND MANAGEMENT". FOR EACH CHAPTER THE GUIDE SUMMARIZES THE MAIN IDEAS AND LISTS INSTRUCTIONAL OBJECTIVES, DISCUSSION QUESTIONS, AND SUGGESTED TEST QUESTIONS. THE TEXT IS AVAILABLE IN THIS ISSUE AS VT 014 857. (BH)

VT 014 882
CURRICULUM GUIDE FOR AGRICULTURAL SCIENCE I.

FLORIDA UNIV., GAINESVILLE. DEPT. OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION.
FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 99P.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; ANIMAL SCIENCE; SOIL SCIENCE; *AGRICULTURAL ENGINEERING; *TEACHING GUIDES;

*AGRICULTURAL PRODUCTION; SECONDARY GRADES

ABSTRACT - DEVELOPED ORIGINALLY IN A SUMMER WORKSHOP MADE UP OF FLORIDA VOCATIONAL AGRICULTURE TEACHERS AND REVISED TO INCLUDE ADDITIONAL, UPDATED MATERIAL, THIS GUIDE IS INTENDED TO AID TEACHERS IN PLANNING FIRST-YEAR VOCATIONAL AGRICULTURE PROGRAMS THAT ARE EFFECTIVE LOCALLY AS WELL AS CONSISTENT WITH PROGRAMS THROUGHOUT THE STATE. BRIEF INTRODUCTORY MATERIAL ON THE PHILOSOPHY AND OBJECTIVES OF THE PROGRAM, SELECTION OF STUDENTS, INFORMATION ON SUPERVISED OCCUPATIONAL EXPERIENCE PROGRAMS, COURSE OBJECTIVES, AND A SUGGESTED TEACHING CALENDAR IS FOLLOWED BY SEVEN INSTRUCTIONAL UNITS, EACH PROVIDING CONTENT OUTLINE, TEACHING-LEARNING ACTIVITIES, AND REFERENCES. UNITS INCLUDE: (1) ORIENTATION TO AGRICULTURE, (2) AGRICULTURAL MANAGEMENT, (3) ANIMAL SCIENCE, (4) PLANT SCIENCE, (5) SOIL SCIENCE, (6) AGRICULTURAL MECHANICS, AND (7) LEADERSHIP. (AW)

VT 014 883
CURRICULUM GUIDE FOR AGRICULTURAL SCIENCE II.

FLORIDA UNIV., GAINESVILLE. DEPT. OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION.
FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 92P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; ANIMAL SCIENCE; SOIL SCIENCE; *AGRICULTURAL PRODUCTION; *AGRICULTURAL ENGINEERING; SECONDARY GRADES; *VOCATIONAL AGRICULTURE

ABSTRACT - DEVELOPED ORIGINALLY IN A SUMMER WORKSHOP MADE UP OF FLORIDA VOCATIONAL AGRICULTURE TEACHERS AND REVISED TO INCLUDE ADDITIONAL, UPDATED MATERIAL, THIS GUIDE IS INTENDED TO AID TEACHERS IN PLANNING SECOND-YEAR VOCATIONAL AGRICULTURE PROGRAMS THAT ARE EFFECTIVE LOCALLY AS WELL AS CONSISTENT WITH PROGRAMS THROUGHOUT THE STATE. BRIEF INTRODUCTORY MATERIAL ON THE PHILOSOPHY AND OBJECTIVES OF THE PROGRAM, SELECTION OF STUDENTS, INFORMATION ON SUPERVISED OCCUPATIONAL EXPERIENCE PROGRAMS, COURSE OBJECTIVES, AND A SUGGESTED TEACHING CALENDAR IS FOLLOWED BY SIX INSTRUCTIONAL UNITS, EACH PROVIDING CONTENT OUTLINE, TEACHING-LEARNING ACTIVITIES, AND REFERENCES. UNITS ARE: (1) AGRICULTURAL MANAGEMENT, WHICH INCLUDES LEARNING MANAGEMENT PRINCIPLES, MAKING PRODUCTION DECISIONS, USING BUSINESS RECORDS, FINANCING AN AGRICULTURAL PROGRAM, AND USING BUSINESS METHODS AND PROCEDURES IN AGRICULTURAL OCCUPATIONS, (2) ANIMAL SCIENCE, WHICH COVERS SUCH ASPECTS AS EQUIPMENT, FACILITIES, AND ENVIRONMENTAL CONDITIONS NEEDED FOR LIVESTOCK PRODUCTION, ANIMAL NUTRITION, LIVESTOCK DISEASES, AND ANIMAL REPRODUCTION, (3) PLANT SCIENCE, INCLUDING PLANT PESTS AND PLANT PRODUCTS, (4) SOIL SCIENCE, INCLUDING SOIL CLASSIFICATION AND EVALUATION, LAND PRODUCTIVITY, AND LAND DEVELOPMENT, AND (5) AGRICULTURAL MECHANICS, WHICH DEALS WITH USE AND CARE OF AGRICULTURAL EQUIPMENT, VARIOUS TYPES OF WELDING, AND FARM STRUCTURE CONSTRUCTION AND MAINTENANCE, AND (6) LEADERSHIP. (AW)

VT 014 892 ED 060 218
BEHAVIORAL OBJECTIVES TRAINING PACKAGE.

EVALUATION SERVICE CENTER FOR OCCUPATIONAL EDUCATION, AMHERST, MASS.
NEW YORK STATE EDUCATION DEPT., ALBANY.
MASSACHUSETTS STATE BOARD OF EDUCATION, BOSTON.
EDRS PRICE MF-$0.65 HC-$6.58.
PUB DATE - NOV71 128P.

DESCRIPTORS - *BEHAVIORAL OBJECTIVES; EDUCATIONAL OBJECTIVES; *VOCATIONAL EDUCATION; *FEEDBACK; *EVALUATION TECHNIQUES; *MANUALS; CURRICULUM EVALUATION; CURRICULUM DEVELOPMENT; TRANSPARENCIES
IDENTIFIERS - *EVALUATION SERVICE CENTER FOR OCCUPATIONAL EDUCATION; ESCOE

ABSTRACT - INTENDED FOR EDUCATORS INTERESTED IN AND COMMITTED TO AN INFORMATION FEEDBACK/EVALUATION SYSTEM, THIS 3-PART TRAINING PACKAGE CONTAINS INFORMATION PERTAINING TO THE EVALUATION SERVICE CENTER FOR OCCUPATIONAL EDUCATION (ESCOE) AND WHAT IT HAS TO OFFER BY WAY OF BEHAVIORAL OBJECTIVES, CURRICULUM IMPROVEMENT, AND FEEDBACK SERVICES. PART 1 CONTAINS BACKGROUND INFORMATION AND EXERCISES FOR LEARNING HOW TO WRITE AND USE BEHAVIORAL OBJECTIVES. PART 2 OFFERS AN OVERVIEW OF THE SERVICES PROVIDED BY THE ESCOE, INCLUDING EXAMPLES OF OBJECTIVES RECEIVED AND PROCESSED BY ESCOE AND FEEDBACK VIA COMPUTER PRINT-OUTS TO PARTICIPATING LOCAL EDUCATIONAL AGENCIES. PART 3 CONTAINS USEFUL STRATEGIES, SUGGESTIONS, AND TRAINING TECHNIQUES INTENDED TO HELP THOSE WHO ARE INTERESTED IN LEARNING HOW TO WRITE AND USE BEHAVIORAL OBJECTIVES IN THEIR INSTRUCTION AS WELL AS THOSE WHO PLAN TO TRAIN OTHERS IN THE FIELD. (SB)

VT 014 895 ED 060 220
CONSUMER EDUCATION: USING THE FULL TEAM.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
EDRS PRICE MF-$0.65 HC-$3.29.
PUBLICATIONS DISTRIBUTION UNIT, THE STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224 ($.25)
PUB DATE - 68 41P.

DESCRIPTORS - *CONSUMER EDUCATION; VOCATIONAL EDUCATION; SCIENCE EDUCATION; MATHEMATICS EDUCATION; ENGLISH EDUCATION; SOCIAL STUDIES; ADULT EDUCATION; *TEACHING GUIDES; *PROGRAM PLANNING; TEAM TEACHING; *TEAMWORK; *INTERDISCIPLINARY APPROACH; INTEGRATED ACTIVITIES

ABSTRACT - THIS PUBLICATION CONTAINS SUGGESTIONS FROM SPECIALISTS IN A NUMBER OF DISCIPLINES FOR USE IN INITIATING A TEACHING TEAM APPROACH IN CONSUMER EDUCATION. FOLLOWING AN OVERVIEW OF CONSUMER EDUCATION, THE CONTRIBUTIONS OF THESE DISCIPLINES TO CONSUMER EDUCATION ARE DISCUSSED: (1) AGRICULTURE, (2) ART, (3) BUSINESS EDUCATION, (4) CONTINUING EDUCATION, (5) DISTRIBUTIVE

EDUCATION, (6) ENGLISH, (7) HEALTH, (8) HOME ECONOMICS, (9) INDUSTRIAL ARTS, (10) MATHEMATICS, (11) SCIENCE, AND (12) SOCIAL STUDIES. A RELATED DOCUMENT ON CONSUMER EDUCATION MATERIALS IS AVAILABLE AS ED 022 044 (VT 005 649, AIM SUMMER 1969). (SB)

VT 014 921
CAREER ORIENTATION COURSE OUTLINES FOR GRADES 1-8.

SOUTH CAROLINA REGION 5 EDUCATIONAL SERVICES CENTER, LANCASTER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 288P.

DESCRIPTORS - *CAREER EDUCATION; CAREER PLANNING; *ELEMENTARY GRADES; *CURRICULUM GUIDES; *OCCUPATIONS; OCCUPATIONAL INFORMATION; *COURSE CONTENT; BIBLIOGRAPHIES
IDENTIFIERS - OCCUPATIONAL EXPLORATION; *CAREER ORIENTATION; CAREER AWARENESS

ABSTRACT - THIS PUBLICATION CONTAINS 14 COURSE OUTLINES DEVELOPED FOR A CAREER ORIENTATION PROJECT IN SOUTH CAROLINA AND DESIGNED TO INTRODUCE CHILDREN IN GRADES 1-8 TO A NUMBER OF OCCUPATIONS. TOPICS ARE: (1) COMMUNITY HELPERS, GRADE 1, (2) THE CIRCUS, GRADE 1, (3) TRAINS, GRADE 2, (4) THE AIRPORT, GRADE 2, (5) CERAMICS, GRADE 3, (6) FOOD SERVICE, GRADE 3, (7) HOUSEBUILDING, GRADE 3, (8) CAREERS IN TELEVISION, GRADES 3-5, (9) CONSERVATION, GRADE 3, (10) FOOD PRODUCTION, GRADE 4, (11) CONSUMER AND HOMEMAKING, GRADE 4, (12) RESIDENTIAL CONSTRUCTION, GRADE 5, (13) HEALTH CAREERS, GRADE 6-8, AND (14) FISH AND FISHERIES, GRADE 7. OBJECTIVES, CONCEPTS, SUBJECT MATTER OUTLINES, STUDY SUGGESTIONS, AND BIBLIOGRAPHIES ARE INCLUDED FOR EACH TOPIC. (SB)

VT 014 928
ATOMIC RADIATION.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LAB., RUTGERS UNIV., 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($.50)
PUB DATE - FEB72 75P.

DESCRIPTORS - *TEXTBOOKS; RESOURCE MATERIALS; *INSTRUCTIONAL MATERIALS; *NATURAL SCIENCES; *MATHEMATICS; *RADIATION; RADIATION EFFECTS; PHYSICS; VOCATIONAL EDUCATION; TECHNICAL EDUCATION; SECONDARY GRADES; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - DESIGNED BY SCIENCE SPECIALISTS AND TEACHERS, THIS PRIMER ON RADIATION WAS PREPARED FOR USE IN NEW JERSEY VOCATIONAL AND TECHNICAL HIGH SCHOOLS AS AN INTRODUCTORY TEXT IN A SHORT SERIES OF LESSONS, GRADES 10 THROUGH 12, AS PART OF AN EXISTING HEALTH OR SCIENCE CURRICULUM. THE MATERIAL IS INTENDED TO BE COVERED IN 12 CLASS PERIODS BY A HEALTH OR SCIENCE TEACHER, AND IS DIVIDED INTO 11 LESSONS, COVERING: (1) ATOMS - MOLECULES - ELEMENTS, (2) BASIC PRINCIPLES OF ATOMIC STRUCTURE, (3) ORIGINS OF RADIATION, (4) TYPES OF RADIATION, (5) BENEFICIAL USES OF ATOMIC ENERGY, (6) EXTERNAL RADIATION PROBLEMS, (7) PROTECTION FROM EXTERNAL RADIATION, (8) INTERNAL RADIATION PROBLEMS, (9) INTERNAL RADIATION PROTECTION, (10) CONTAMINATION, AND (11) PROTECTIVE DEVICES. EACH LESSON PROVIDES OBJECTIVE, INFORMATION, AND QUESTIONS TO BE ANSWERED. ACHIEVEMENT TESTS ARE INCLUDED, AND THE DOCUMENT IS ILLUSTRATED WITH NUMEROUS DRAWINGS, DIAGRAMS, AND PHOTOGRAPHS. (AW)

VT 014 935
HULLIN, LEROY T.
EXPLORATORY DRAFTING--AUTO MECHANICS.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LAB., RUTGERS UNIV., 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($1.75)
PUB DATE - JUL70 91P.

DESCRIPTORS - *STUDY GUIDES; *INDUSTRIAL ARTS; VOCATIONAL EDUCATION; *DRAFTING; GRADE 9; *AUTO MECHANICS; AUTO MECHANICS (OCCUPATION); *MECHANICS (PROCESS); POWER MECHANICS

ABSTRACT - DESIGNED BY SUBJECT MATTER SPECIALISTS AND DRAFTING INSTRUCTORS AS PART OF AN EXPLORATORY VOCATIONAL HIGH SCHOOL PROGRAM, THIS GUIDE IS INTENDED TO INTRODUCE DRAFTING TO NINTH-GRADE STUDENTS PLANNING TO SPECIALIZE IN THE SHOP AREA OF AUTO MECHANICS. CONTENTS INCLUDE THREE UNITS, COVERING: (1) USE OF BASIC DRAFTING TOOLS, WITH FOUR LESSONS, (2) BASIC BLUEPRINT READING, WITH FOUR LESSONS, AND (3) DRAFTING FOR THE AUTO MECHANIC STUDENT, WITH FOUR LESSONS. EACH LESSON PROVIDES OBJECTIVES, RELATED INFORMATION, AND STEP-BY-STEP PROCEDURES FOR ACCOMPLISHING A BASIC DRAFTING PROJECT. THE GUIDE IS ILLUSTRATED WITH NUMEROUS DRAWINGS, DIAGRAMS, AND FIGURES. THE COURSE INSTRUCTOR SHOULD HAVE DRAFTING SPECIALIZATION. (AW)

VT 014 936
HULLIN, LEROY T.
EXPLORATORY DRAFTING--MASONRY.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LAB., RUTGERS UNIV., 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($1.75)
PUB DATE - JUL71 105P.

DESCRIPTORS - *STUDY GUIDES; *INDUSTRIAL ARTS; *DRAFTING; BLUEPRINTS; GRADE 9; *VOCATIONAL EDUCATION; *MASONRY

ABSTRACT - DESIGNED BY SUBJECT MATTER SPECIALISTS AND DRAFTING INSTRUCTORS AS PART OF AN EXPLORATORY VOCATIONAL HIGH SCHOOL PROGRAM, THIS GUIDE IS INTENDED TO INTRODUCE

DRAFTING TO NINTH-GRADE STUDENTS PLANNING TO SPECIALIZE IN THE SHOP AREA OF MASONRY. CONTENTS INCLUDE THREE UNITS, COVERING: (1) USE OF BASIC DRAFTING TOOLS, WITH FOUR LESSONS, (2) BASIC BLUEPRINT READING, WITH FOUR LESSONS, AND (3) DRAFTING FOR THE MASONRY STUDENT, WITH FIVE LESSONS. EACH LESSON PROVIDES OBJECTIVES, RELATED INFORMATION, AND STEP-BY-STEP PROCEDURES FOR ACCOMPLISHING A BASIC DRAFTING PROJECT. THE GUIDE IS ILLUSTRATED WITH NUMEROUS DRAWINGS, DIAGRAMS, AND FIGURES. THE COURSE INSTRUCTOR SHOULD HAVE DRAFTING SPECIALIZATION. (AW)

VT 014 937
HULLIN, LEROY T.
EXPLORATORY DRAFTING--SHEET METAL.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LAB., RUTGERS UNIV., 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($1.75)
PUB DATE - MAR71 95P.

DESCRIPTORS - *STUDY GUIDES; *INDUSTRIAL ARTS; *VOCATIONAL EDUCATION; *DRAFTING; *SHEET METAL WORKERS; GRADE 9; SHEET METAL WORK; METAL WORKING OCCUPATIONS

ABSTRACT - DESIGNED BY SUBJECT MATTER SPECIALISTS AND DRAFTING INSTRUCTORS AS PART OF AN EXPLORATORY VOCATIONAL HIGH SCHOOL PROGRAM, THIS GUIDE IS INTENDED TO INTRODUCE DRAFTING TO NINTH-GRADE STUDENTS PLANNING TO SPECIALIZE IN THE SHOP AREA OF SHEET METAL. CONTENTS INCLUDE THREE UNITS, COVERING: (1) USE OF BASIC DRAFTING TOOLS, WITH FOUR LESSONS, (2) BASIC BLUEPRINT READING, WITH FOUR LESSONS, AND (3) BASIC SHEET METAL DRAFTING, WITH FIVE LESSONS. EACH LESSON PROVIDES OBJECTIVES, RELATED INFORMATION, AND STEP-BY-STEP PROCEDURES FOR ACCOMPLISHING A BASIC DRAFTING PROJECT. THE GUIDE IS ILLUSTRATED WITH NUMEROUS DRAWINGS, DIAGRAMS, AND FIGURES. THE COURSE INSTRUCTOR SHOULD HAVE DRAFTING SPECIALIZATION. (AW)

VT 014 938
HULLIN, LEROY T.
EXPLORATORY DRAFTING--MACHINE SHOP

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LAB., RUTGERS UNIV., 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($1.75)
PUB DATE - JUL71 91P.

DESCRIPTORS - *STUDY GUIDES; *INDUSTRIAL ARTS; VOCATIONAL EDUCATION; *DRAFTING; GRADE 9; *MACHINISTS; *MACHINE TOOL OPERATORS; MECHANICS (PROCESS); METAL WORKING OCCUPATIONS

ABSTRACT - DESIGNED BY SUBJECT MATTER SPECIALISTS AND DRAFTING INSTRUCTORS AS PART OF AN EXPLORATORY VOCATIONAL HIGH SCHOOL PROGRAM, THIS GUIDE IS INTENDED TO INTRODUCE DRAFTING TO NINTH-GRADE STUDENTS PLANNING TO SPECIALIZE IN THE AREA OF MACHINE SHOP. CONTENTS INCLUDE THREE UNITS, COVERING: (1) USE OF BASIC DRAFTING TOOLS, WITH FOUR LESSONS, (2) BASIC BLUEPRINT READING, WITH FOUR LESSONS, AND (3) DRAFTING FOR THE MACHINE SHOP STUDENT, WITH FIVE LESSONS. EACH LESSON PROVIDES OBJECTIVES, RELATED INFORMATION, AND STEP-BY-STEP PROCEDURES FOR ACCOMPLISHING A BASIC DRAFTING PROJECT. THE GUIDE IS ILLUSTRATED WITH NUMEROUS DRAWINGS, DIAGRAMS, AND FIGURES. THE COURSE INSTRUCTOR SHOULD HAVE DRAFTING SPECIALIZATION. (AW)

VT 014 941
HULLIN, LEROY T.
EXPLORATORY DRAFTING:-HORTICULTURE.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($1.75)
PUB DATE - JUL71 110P.

DESCRIPTORS - *STUDY GUIDES; *INDUSTRIAL ARTS; *DRAFTING; *HORTICULTURE; *LANDSCAPING; GRADE 9; VOCATIONAL EDUCATION

ABSTRACT - DESIGNED BY SUBJECT MATTER SPECIALISTS AND DRAFTING INSTRUCTORS AS PART OF AN EXPLORATORY VOCATIONAL HIGH SCHOOL PROGRAM, THIS GUIDE IS INTENDED TO INTRODUCE DRAFTING TO NINTH-GRADE STUDENTS PLANNING TO SPECIALIZE IN THE AREA OF HORTICULTURE. CONTENTS INCLUDE THREE UNITS, COVERING: (1) USE OF BASIC DRAFTING TOOLS, WITH FOUR LESSONS, (2) BASIC BLUEPRINT READING, WITH FOUR LESSONS, AND (3) DRAFTING FOR THE HORTICULTURE STUDENT, WITH FIVE LESSONS. EACH LESSON PROVIDES OBJECTIVES, RELATED INFORMATION, AND STEP-BY-STEP PROCEDURES FOR ACCOMPLISHING A BASIC DRAFTING PROJECT. THE GUIDE IS ILLUSTRATED WITH NUMEROUS DRAWINGS, DIAGRAMS, AND FIGURES. THE COURSE INSTRUCTOR SHOULD HAVE DRAFTING SPECIALIZATION. (AW)

VT 014 946
DELAWARE HOME ECONOMICS CURRICULUM GUIDE.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION, DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN69 207P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *STATE CURRICULUM GUIDES; HOME ECONOMICS EDUCATION; MONEY MANAGEMENT; HOME MANAGEMENT; INTERIOR DESIGN; HOUSING; FOODS INSTRUCTION; NUTRITION INSTRUCTION; HUMAN DEVELOPMENT; FAMILY RELATIONSHIP; TEXTILES INSTRUCTION; SEWING INSTRUCTION; FAMILY MANAGEMENT; CONSUMER EDUCATION; LEARNING ACTIVITIES; GRADE 7; GRADE 8; SECONDARY EDUCATION

ABSTRACT - PREPARED BY HOME ECONOMICS TEACHERS REPRESENTING ALL GEOGRAPHICAL AREAS

OF DELAWARE, THIS CURRICULUM GUIDE CONTAINS EXPERIENCES DESIGNED FOR THREE LEVELS (7TH AND 8TH GRADE, BASIC HOME ECONOMICS, AND SPECIALIZED HOME ECONOMICS). CONCEPTS, GENERALIZATIONS, AND CONTENT AND LEARNING EXPERIENCES ARE PROVIDED BY GRADE LEVEL FOR THESE COLOR-CODED SUBJECT MATTER AREAS: (1) HOME MANAGEMENT AND FAMILY ECONIMICS, (2) CLOTHING AND TEXTILES, (3) HOUSING, (4) HUMAN DEVELOPMENT, AND (5) FOODS AND NUTRITION. (SB)

VT 014 947
WOODWORTH, WILLIAM R.
DENTAL LABORATORY TECHNOLOGY. UNIT I: FUNDAMENTAL LABORATORY PROCEDURES (MODULES 1-3). TRAINING FOR THE DENTAL LABORATORY TECHNICIAN.

CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
MF AVAILABLE IN VT-ERIC SET.
ALLIED HEALTH PROFESSIONS PROJECTS, DIVISION OF VOCATIONAL EDUCATION, UCLA, 1003 WILSHIRE BOULEVARD, SANTA MONICA, CALIF. 90401 ($4.50; CHECKS PAYABLE TO THE REGENTS, UCLA)
PUB DATE - JUL71 92P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *DENTAL TECHNICIANS; DENTAL ASSISTANTS; DENTAL HYGIENISTS; *AUTOINSTRUCTIONAL AIDS; BEHAVIORAL OBJECTIVES; TASK ANALYSIS; ANSWER KEYS; ACHIEVEMENT TESTS; SKILL DEVELOPMENT; DENTAL HEALTH; PARAMEDICAL OCCUPATIONS; *TECHNICAL EDUCATION; SUPPLEMENTARY TEXTBOOKS; *LABORATORY MANUALS

ABSTRACT - FOLLOWING EXTENSIVE FIELD AND LABORATORY RESEARCH, DATA COLLECTION ON ALL IDENTIFIABLE TASKS AND FUNCTIONS OF EACH ALLIED HEALTH OCCUPATION, AND TASK ANALYSIS, THIS UNIT OF INDIVIDUALIZED INSTRUCTIONAL MATERIALS WAS DEVELOPED TO TEACH STUDENTS TO PERFORM FUNDAMENTAL DENTAL LAB PROCEDURES COMMON TO DENTAL ASSISTANTS, HYGIENISTS, AND TECHNICIANS. THE UNIT IS COMPOSED OF THESE THREE MODULES, WHICH ARE SELF-CONTAINED INSTRUCTIONAL PACKAGES: (1) POURING IMPRESSIONS AND TRIMMING DENTAL CASTS, (2) FABRICATING CUSTOM IMPRESSION TRAYS FOR COMPLETE DENTURES, AND (3) FABRICATING CUSTOM IMPRESSION TRAYS FOR PARTIAL DENTURE AND QUADRANT IMPRESSIONS. EACH MODULE CONTAINS: (1) A GENERAL INTRODUCTION, (2) STATEMENTS OF PREREQUISITES AND PERFORMANCE OBJECTIVES, (3) INTERMEDIATE AND POSTTESTS WITH AN ACCOMPANYING ANSWER KEY, (4) AN ILLUSTRATED STEP-BY-STEP PROCEDURE WHICH MAKES UP THE MAIN BODY OF THE MODULE, AND (5) PERFORMANCE CHECKLISTS. A RELATED UNIT IS AVAILABLE AS VT 014 948 IN THIS ISSUE. (SB)

VT 014 948
PATTISON, ANNA M.
DENTAL HYGIENE. UNIT: THE DETECTION AND REMOVAL OF CALCULUS, PART ONE (MODULES 1-3) AND PART TWO (MODULES 4-5). TRAINING FOR THE DENTAL HYGIENIST.

CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 271P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *DENTAL HYGIENISTS; *AUTOINSTRUCTIONAL AIDS; BEHAVIORAL OBJECTIVES; TASK ANALYSIS; ANSWER KEYS; ACHIEVEMENT TESTS; SKILL DEVELOPMENT; DENTAL HEALTH; PARAMEDICAL OCCUPATIONS; *TECHNICAL EDUCATION; SUPPLEMENTARY TEXTBOOKS; *LABORATORY MANUALS

ABSTRACT - FOLLOWING EXTENSIVE FIELD AND LABORATORY RESEARCH, DATA COLLECTION ON ALL IDENTIFIABLE TASKS AND FUNCTIONS OF EACH ALLIED HEALTH OCCUPATION, AND TASK ANALYSIS, THIS 2-PART UNIT WAS DEVELOPED TO TEACH DENTAL HYGIENE STUDENTS TO USE THE VARIOUS INSTRUMENTS AND AIDS DESIGNED TO DETECT AND REMOVE CALCULUS. THE UNIT IS COMPOSED OF THESE FIVE MODULES, WHICH ARE SELF-CONTAINED INSTRUCTIONAL PACKAGES: (1) FUNDAMENTAL SKILLS FOR INSTRUMENTATION, (2) DETECTION OF CALCULUS AND PERIODONTAL POCKETS, (3) REMOVAL OF LIGHT TO MODERATE CALCULUS, (4) REMOVAL OF HEAVY CALCULUS, AND (5) ROOT PLANTING PROCEDURE. EACH MODULE CONTAINS: (1) A GENERAL INTRODUCTION, (2) STATEMENTS OF PREREQUISITES AND PERFORMANCE OBJECTIVES, (3) INTERMEDIATE AND POST TESTS WITH AN ACCOMPANYING ANSWER KEY, (4) ILLUSTRATED STEP-BY-STEP SKILL LESSONS, EACH WITH ITS OWN REVIEW QUESTIONS AND PERFORMANCE CHECKLISTS, AND (5) READING ASSIGNMENTS AND BIBLIOGRAPHY. A RELATED UNIT IS AVAILABLE AS VT 014 947 IN THIS ISSUE. (SB)

VT 014 951
TRAINING THE HOME APPLIANCE SERVICE TECHNICIAN. A VOCATIONAL EDUCATION GUIDE AND SUGGESTED CURRICULUM.

ASSOCIATION OF HOME APPLIANCE MANUFACTURERS, CHICAGO, ILL.
MF AVAILABLE IN VT-ERIC SET.
ASSOCIATION OF HOME APPLIANCE MANUFACTURERS, 20 N. WACKER DRIVE, CHICAGO, ILLINOIS 60606 ($2.00)
PUB DATE - JUN71 50P.

DESCRIPTORS - *PROGRAM GUIDES; *CURRICULUM GUIDES; RESOURCE MATERIALS; COURSE CONTENT; *TRADE AND INDUSTRIAL EDUCATION; *HOME FURNISHINGS; *APPLIANCE SERVICE TECHNICIANS; APPLIANCE REPAIRING; ELECTRICAL APPLIANCE SERVICEMEN; VOCATIONAL EDUCATION

ABSTRACT - DEVELOPED BY THE ASSOCIATION OF HOME APPLIANCE MANUFACTURERS, THIS PROGRAM GUIDE OUTLINES A BASIC VOCATIONAL EDUCATION PROGRAM FOR SERVICE TECHNICIANS. INCLUDED IN THE GUIDE ARE SUGGESTIONS FOR ORGANIZING THE SUPPORT FOR A PROGRAM, POSSIBLE FINANCING ALTERNATIVES, A CURRICULUM, AND INSTRUCTIONAL MATERIALS. THE GUIDE HAS BEEN COMPILED AND RELEASED IN LOOSE-LEAF FORM TO PROVIDE FOR PERIODIC UP-DATING OF ITS CONTENTS. REVISIONS IN THE BASIC MATERIALS ARE TO BE MADE AVAILABLE, FREE OF CHARGE, TO PURCHASERS OF THE GUIDE. (AUTHOR/JS)

VT 014 979
CURRICULUM GUIDE FOR HOME ECONOMICS HOME MANAGEMENT, GRADES 11 AND 12.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION, CITY OF CHICAGO, 228 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601 ($2.75)
PUB DATE - 69 390P.

DESCRIPTORS - *CURRICULUM GUIDES; *HOMEMAKING EDUCATION; HOME ECONOMICS EDUCATION; GRADE 11; GRADE 12; HOME MANAGEMENT; FAMILY RELATIONSHIP; INTERPERSONAL RELATIONSHIP; MONEY MANAGEMENT; HOUSING; INTERIOR DESIGN; FAMILY HEALTH; LEARNING ACTIVITIES

ABSTRACT - DEVELOPED BY A COMMITTEE OF HOME ECONOMICS SUPERVISORS AND SECONDARY TEACHERS, THIS CURRICULUM GUIDE CONTAINS THESE HOMEMAKING UNITS FOR STUDENTS IN GRADES 11 AND 12: (1) HOMEMAKING AS A VOCATION, (2) PERSONAL, FAMILY, AND SOCIAL RELATIONSHIPS, (3) CHILD DEVELOPMENT, (4) FAMILY HEALTH, (5) FAMILY FINANCE, (6) MANAGEMENT OF TIME AND ENERGY, (7) HOUSING AND HOME FURNISHINGS, AND (8) LEISURE TIME. EACH UNIT CONTAINS A SUGGESTED TIME ALLOTMENT, BRIEF DESCRIPTION, AND LEARNING EXPERIENCES KEYED TO CONCEPTS. AN INTRODUCTORY SECTION DISCUSSES BASIC AREAS AND MAJOR HOME ECONOMICS CONCEPTS, DESCRIBES HOME ECONOMICS COURSES, AND PROVIDES TEACHING SUGGESTIONS. EXAMPLES OF EFFECTIVE TEACHING TECHNIQUES, SUGGESTED REFERENCES, EVALUATION CRITERIA AND SAMPLE EVALUATION FORM, AND INSTRUCTIONAL MATERIALS PERTAINING TO HUMAN DEVELOPMENT, HUMAN RELATIONS, AND SAFETY ARE APPENDED. (SB)

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ED 056 183	VT 013 998
ED 056 184	VT 014 002
ED 056 190	VT 014 070
ED 056 227	VT 014 200
ED 056 238	VT 014 237
ED 057 235	VT 014 353
ED 057 236	VT 014 357
ED 057 240	VT 014 366
ED 057 242	VT 014 385
ED 057 243	VT 014 386
ED 057 250	VT 014 417
ED 057 257	VT 014 642
ED 058 392	VT 014 192
ED 058 394	VT 014 238
ED 058 395	VT 014 239
ED 058 396	VT 014 240
ED 058 397	VT 014 241
ED 058 398	VT 014 242
ED 058 399	VT 014 243
ED 058 400	VT 014 244
ED 058 408	VT 014 383
ED 058 417	VT 014 415
ED 058 443	VT 014 534
ED 058 444	VT 014 542
ED 058 445	VT 014 543
ED 058 446	VT 014 544
ED 058 447	VT 014 545
ED 058 448	VT 014 546
ED 058 449	VT 014 547
ED 058 450	VT 014 548
ED 058 455	VT 014 596
ED 058 456	VT 014 597
ED 058 457	VT 014 608
ED 058 462	VT 014 678
ED 059 368	VT 014 581
ED 059 372	VT 014 604
ED 059 382	VT 014 697
ED 059 383	VT 014 699
ED 059 384	VT 014 700
ED 059 385	VT 014 701
ED 059 407	VT 014 872
ED 059 408	VT 014 873
ED 060 197	VT 014 698
ED 060 206	VT 014 825
ED 060 207	VT 014 826
ED 060 208	VT 014 827
ED 060 210	VT 014 838
ED 060 218	VT 014 892
ED 060 220	VT 014 895

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[1] THIS INDEX IS CUMULATED ANNUALLY FOR EACH VOLUME.

[2] ANY DOCUMENT WITH AN MP NUMBER IS AVAILABLE FROM EDRS BY USING THE APPROPRIATE MP NUMBER.